



**Headquarters  
United States  
European Command**



# **Security Assistance Training Guide 2004-2005**

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\*\*\*\* HELP \*\*\*  
**EMERGENCY CHECKLIST FOR NEW PEOPLE**

### **1. WHOM DO I CONTACT FOR HELP?**

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### **2. WHAT ARE MY RESOURCES?**

*Training Management System (TMS).* **The automation software you absolutely need to manage your SA training program.** TMS produces the Standardized Training Listing (STL); a printout of all requested training for your country. It is updated daily; weekly for the USAF. If you don't have a current one - call us - we'll get it to you!

*Reference Publications.* **See Chapter 2.** If you don't have all of yours - call us - we'll get you what you're missing.

*Congressional Budget Justification for Foreign Operations for Fiscal Year 2004 (CBJ).* This annual document is the State Department justification for international assistance program funding. If you can't find yours - call us - we'll get you the part for your host country. It's also on-line: <http://www.state.gov/m/rm/rls/cbj/2004/>

*Your "Two Year Training Plan."* This is the plan your predecessor prepared for the IMET or FMS training program that you will be implementing in FY04. If you can't find the current one, call us and we'll send it to you.

### **3. DO I HAVE TO DO SOMETHING NOW?**

- ☐ Check your STL. Is there a class that starts in the next 30 days? If yes, then you've got a lot to do. You must:
- ☐ Get country to give you a student for training.
- ☐ Give the student an English language-screening (ECL) test.
- ☐ Ensure the necessary security (vetting), political and medical screening (**See Chapter 3**) is accomplished.
- ☐ Get funding approval for the proper U.S. Military Department (MILDEP).
- ☐ Get the student an A-2 visa (see your consular officer).
- ☐ Get the student's airline reservations and plane ticket.
- ☐ Tell the school when the student will be arriving.
- ☐ There's more. See chapter 3, page 3-10 thru 3-19 for guidance and "Student Processing Checklist" examples.

Are any reports due? See page Chapter 1, page 1-4; "Major Events for FY2004/05".

Are there any conferences or schooling you should attend? See Chapter 6. If you're not sure - call us.

### **4. OTHER THINGS TO DO WHEN YOU CATCH YOUR BREATH**

Is there an English language plan? Who's the English Language Test Control Officer (TCO)? Do you have any English Language Testing Materials that need to be replaced? **See Chapter 4.**

Get an appointment with host country officials to discuss the SA training program for the coming fiscal year and to start planning for the next year.

Determine status of funding for this year's program. You may not have any funding!

Call HQ USEUCOM and we'll give you a hand.

**CHAPTER ONE**  
**COMBINED EDUCATION & TRAINING**  
**POINTS OF CONTACT AND CALENDAR**

**POINTS OF CONTACT**

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### **MAJOR EVENTS FOR FY2004/05**

#### **FY04 starts – 1 October 2003**

FY04 will probably start the fiscal year (FY) without an International Budget authorization or appropriation and we will operate under a Continuing Resolution for the first few months of the FY. We don't know when State Department will announce individual country program levels, but experience indicates it could be as late as February 2004. Assuming this is the case you will need to carefully watch your program funding and course scheduling.

#### **Congressional Report on International Military Training (CRMIT) – 1 Oct 2003-31 Jan 2004**

Congress has levied a requirement on the Department of State (DoS) and Department of Defense (DoD) to submit an annual report on all U.S. military training provided to international personnel whether funded by DoS or DoD. The report requires such data as U.S. policy objectives for providing the training, benefits to U.S. forces from conducting the training, units of international personnel receiving the training, number of international personnel involved in receiving training by mobile training teams or mobile education teams, and more. The report is for a two-year period; FY03 and FY04 for the next iteration.

#### **Coordinate FY04 training & plan the FY05 program – 1 October 2003 - 1 March 2004**

SAOs (you) should be coordinating FY04 training requirements with host country officials to ensure they are planning to use scheduled training and will have qualified students. Start planning your FY05 requirements with the host country and U.S. MILDEPs now. They will integrate international training requirements into overall MILDEP planning. This is a continuing process that culminates with the submission of the “**Combined Education & Training Program Plan**” and the TPMR in May 2004

#### **Training Management Seminar – 27-31 October 2003**

HQ USEUCOM conducts its annual "Training Management Seminar". If you're new to international education and training, and this job, then you should attend.

**State Department announces FY04 funding levels – February 2004**

This is probably when SECSTATE will announce individual country FY03 IMET program funding levels. This should happen earlier in the fiscal year but it usually happens about this time.

**Congressional Budget Justification (CBJ) – March 2004**

The CBJ is the State Department Foreign Affairs budget request. The FY05 CBJ should be submitted to Congress about this time each year. IMET and FMF budget request levels shown in the CBJ are based upon, inter alia, country team FY05 “Mission Performance Plan (MPP)” submissions of May 2003. The MPP should be the foundation of your FY05 IMET program and the FY05 “**Combined Education & Training Program Plan**” that will be due in March 2004.

**HQ USEUCOM Theater Security Cooperation (TSC) Workshops – 1-12 March 2004**

HQ USEUCOM will conduct two geographically oriented TSC workshops; one for the European region and one for the African region. The TSC workshop concept is an outgrowth of the old Regional Working Group (RWG) and Security Assistance and Defense Cooperation in Armaments conference. Exact structure, format, and objective(s) of these workshops is being determined.

**“Combined Education & Training Program Plan” – 26 March 2004**

“Combined Education & Training Program Plans” are due. The MPP submitted in May 2003 should be the basis for your “Combined Education & Training Two Year Plan”. All SAOs submit their “Combined Education & Training Program Plans” annually prior to the TPMR. See Chapter 3 and 6 for guidance on completing the “Combined Education & Training Program Plan”

**Cutoff for FY05 program updates – 26 March 2004**

The last date MILDEPs (SATFA, NETSAFA, Coast Guard, USMC and AFSAT) will officially accept changes to FY04 and FY05 SA training programs prior to the TPMR. They need time to get the programs “cleaned up” and to prepare for the HQ USEUCOM Training Program Management Review (TPMR) in May 2004.

**Training Program Management Review (TPMR) – 3-7 May 2004**

HQ USEUCOM conducts annual TPMR at the Eibsee hotel, Grainau, Germany. This is an opportunity for SAOs to review FY04/05/06 Combined Education & training programs with other players in the training community. SAOs identify potential requirements for additional FY04 IMET end-of-year funding. See Chapter 6.

**FY06 Mission Performance Plan (MPP) – May 2004**

Based upon requirements for the FY05 MPP process we’re assuming that FY06 MPPs will be due sometime in May 04. State Department has not yet established its FY06 MPP timeline. Ensure you coordinate MPP Security Assistance and Counterterrorism Fellowship Program (CTFP) requirements with the appropriate personnel in your country team.

**Senior Service School nominations – June 2004**

HQ USEUCOM submits prioritized list of countries to Joint Staff and MILDEPs for consideration for invitations to Senior Service Schools (SSS). HQ USEUCOM nominations are based upon SAO input in their “Combined Education & Training Two Year Plan”. See Chapter 5.

**IMET End of Year funding review – June 2004**

Unified Commands submit their “End-of-Year Review” prioritized list of countries that need additional IMET funds to DSCA. Unified Commands also notify DSCA of countries that will not use all IMET funds. DSCA will host a meeting about 2 August 2004 with all the military services to determine actual training that can be supported with end-of-year funds. Their recommendation will be coordinated with the State Department during the middle of August. The State Department will seek Congressional approval for funds reallocation about 1 Sep 2004. SECSTATE will announce revised country IMET allocations about 17 September.



**IMET Program close out – 24 August 2004**

FY04 IMET program closes out for new program additions. SAOs may no longer submit new training requirements for FY04 IMET programs. DSCA will host a meeting to finalize FY04 IMET funds redistribution.

**Revised funding levels approved & announced – 27 September 2004**

SECSTATE announces results of "End-of-Year Review. SAOs adjust IMET programs based upon new funding levels.

**FY04 ends and FY05 starts – 30 September & 1 October 2004**

The process repeats itself.

## CHAPTER TWO

### SECURITY ASSISTANCE TRAINING TOOLS

#### SECURITY ASSISTANCE AUTOMATION

There are three Web Sites and one “Stand Alone” SA computer program you need to know about. They are:

1. **The Security Assistance Network (SAN or SAN Web)** This is a communications gateway that ties existing Defense Security Assistance Agency (DSCA) and Military Department (MILDEP) materiel systems, FMS case tracking systems, FMS financial management systems and training systems into one cohesive package. In addition, SAN users can exchange e-mail with any other organization or individual worldwide.  
This is the SAN address: *SEE BELOW FOR MORE INFORMATION*

<https://san.osd.mil/san/login>

2. **The International Training Management** web site. This site provides access to Security Assistance documents, publications, training exercises, and other web sites that provide information important to the SA training manager. It is located here: *SEE PAGE 2-6 FOR MORE INFORMATION*

<http://www.disam.dsca.mil/itm/>

3. **Headquarters, U.S. European Command** unclassified web site. It is probably a good idea for you to visit this site periodically; especially for members of EUCOM ODCs. This is an open site (there are no .mil restrictions) and it has a wealth of information pertaining to the command. We will not provide any additional information on this site in this publication. We recommend these two URLs as a start:

<http://www.eucom.mil>  
<http://www.eucom.mil/Directorates/ECJ4/index.htm>

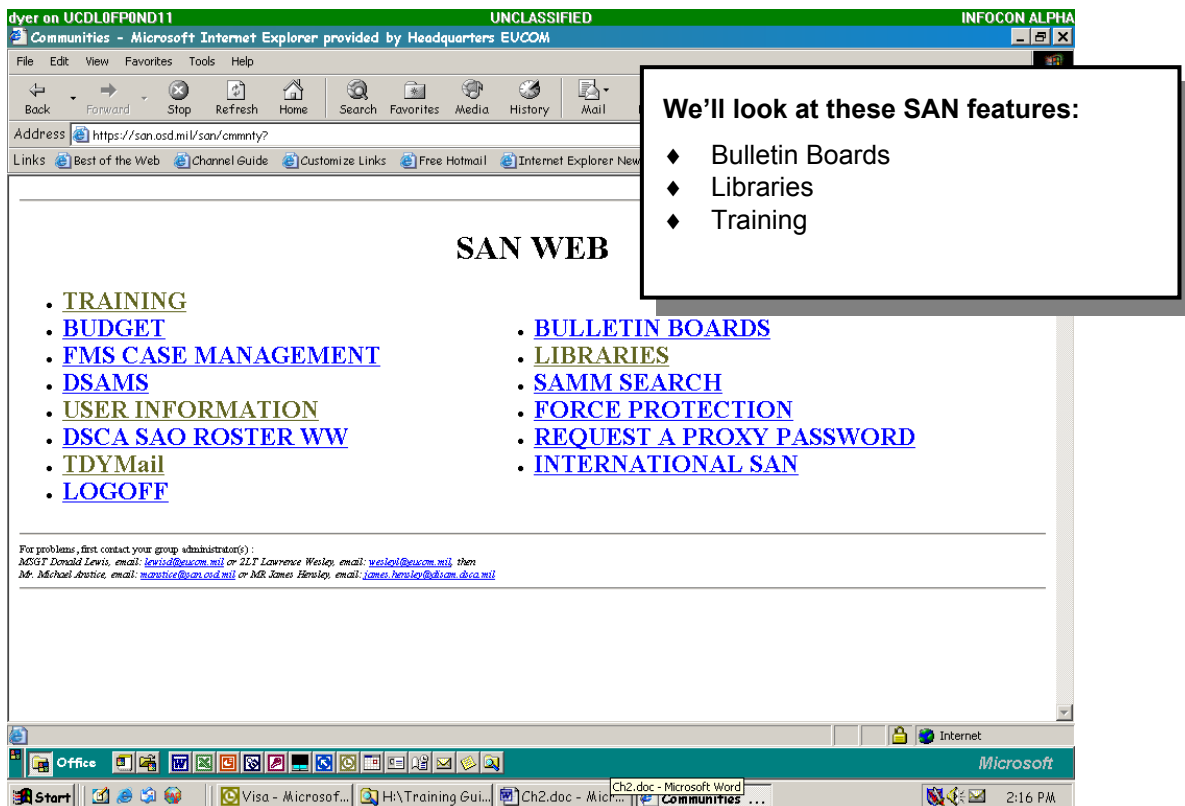
4. **The Training Management System (TMS)**. TMS is a stand-alone software package; it does not need SAN access in order to operate except to download STL, MASL and Location Code data. TMS lets you create the Standardized Training Listing (STL), the MASL, the Location Code table, the ITO, and more. The most current version is **TMS 6.0**. *SEE PAGE 2-8 FOR MORE INFORMATION*

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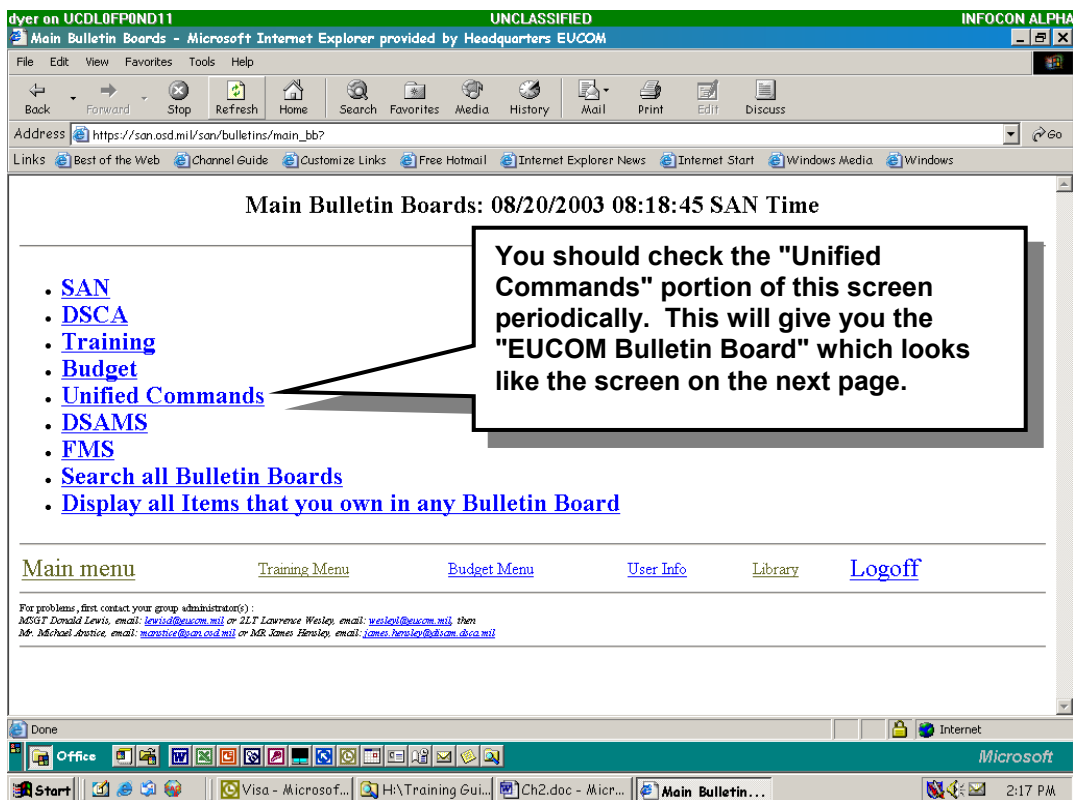
#### The Security Assistance Network (SAN)

Once you’ve logged on to the SAN you’ll need to know which screens and features are important to you as a training program manager. We’ll show you a few **key** screens from the SAN on the next few pages that you should refer to regularly. Explore the rest. There is a lot of useful information available to you through the SAN.

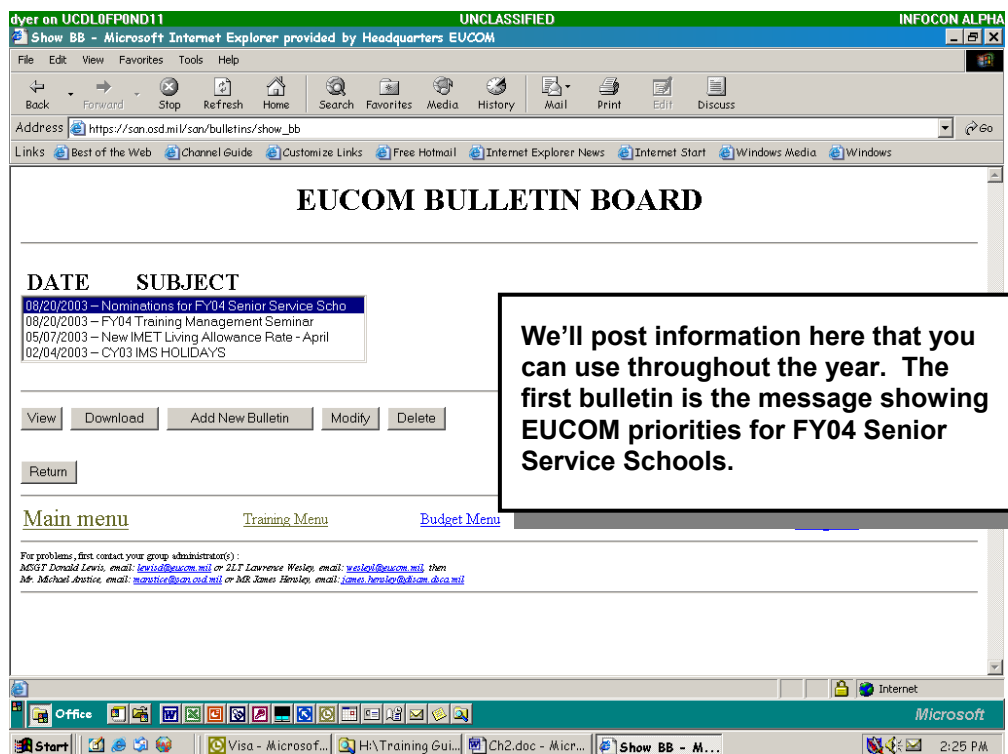
1. The first screen is the Main Menu:



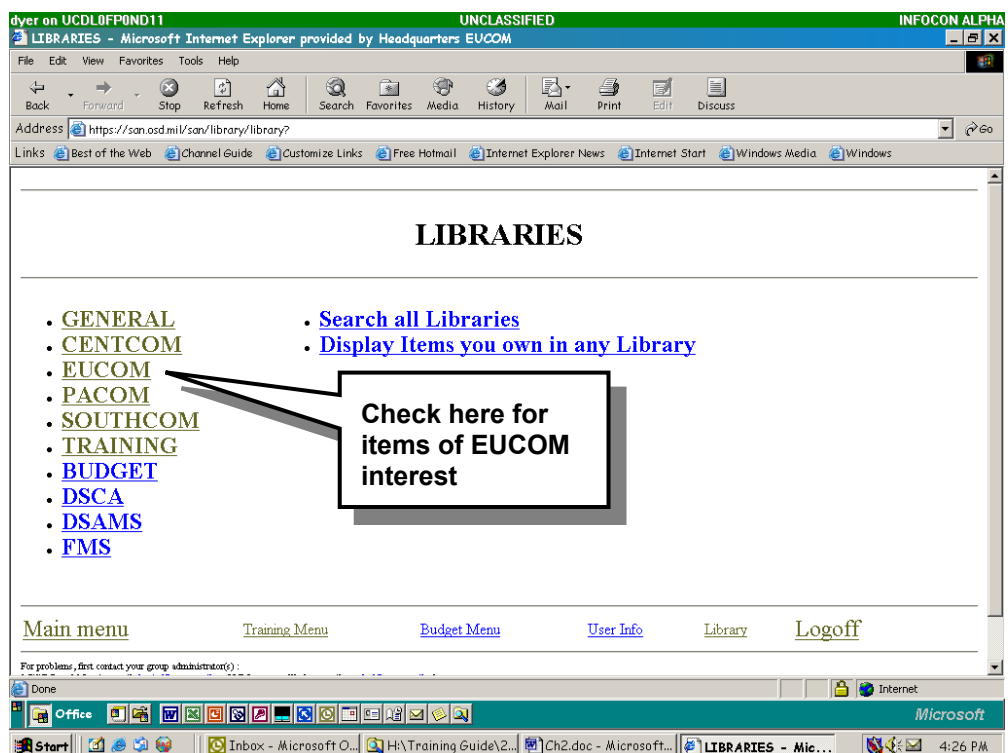
2. **Bulletin Boards.** This is the Main Bulletin Board Screen:



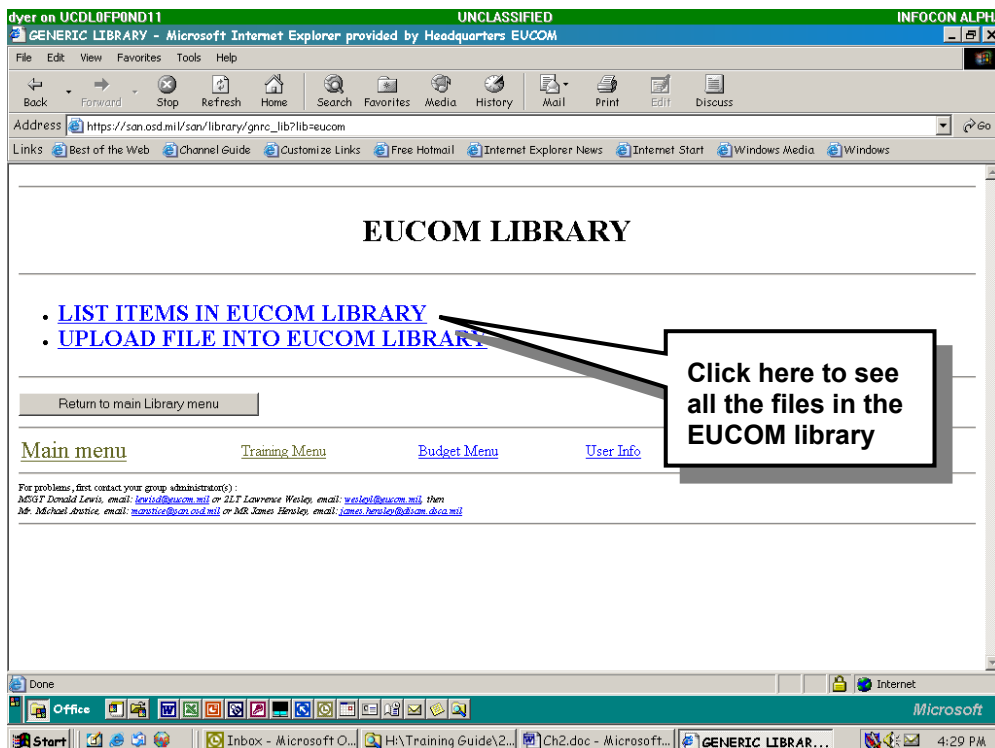
3. From the **Main Bulletin Boards** screen you can go to the **EUCOM Bulletin Board** where we post various items pertinent to SA training in EUCOM.



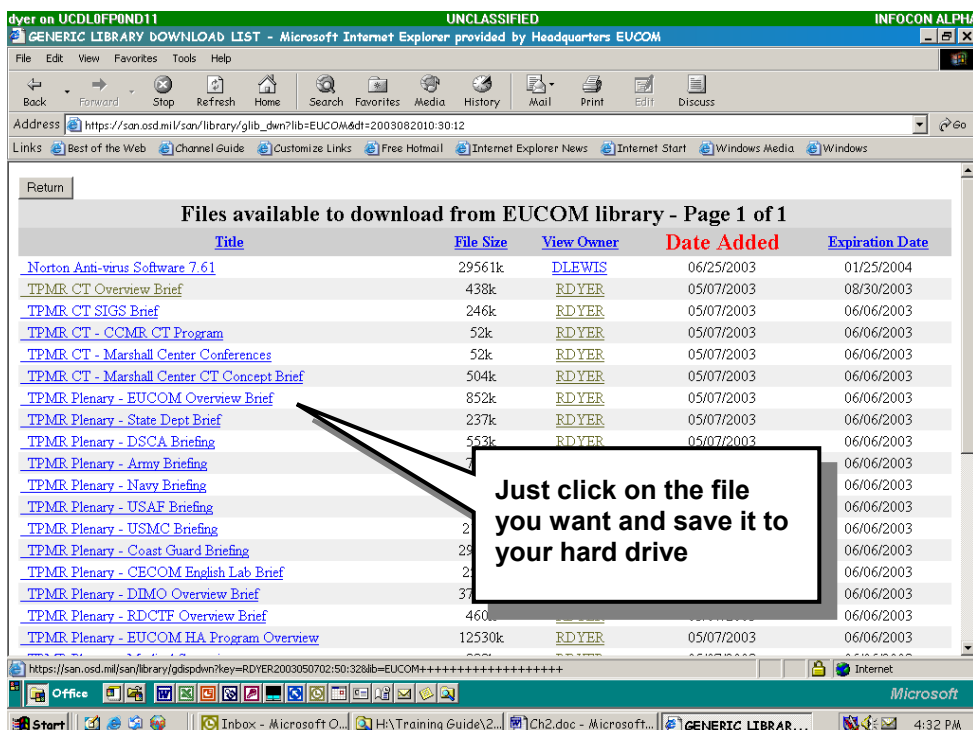
4. **Libraries.** Libraries are used to upload documents or files that are too big to send as e-mail attachments. These files are available for other SAN users to download. The only drawback to "Libraries" is that the files are open to any SAN user. This is the main **Libraries** screen:



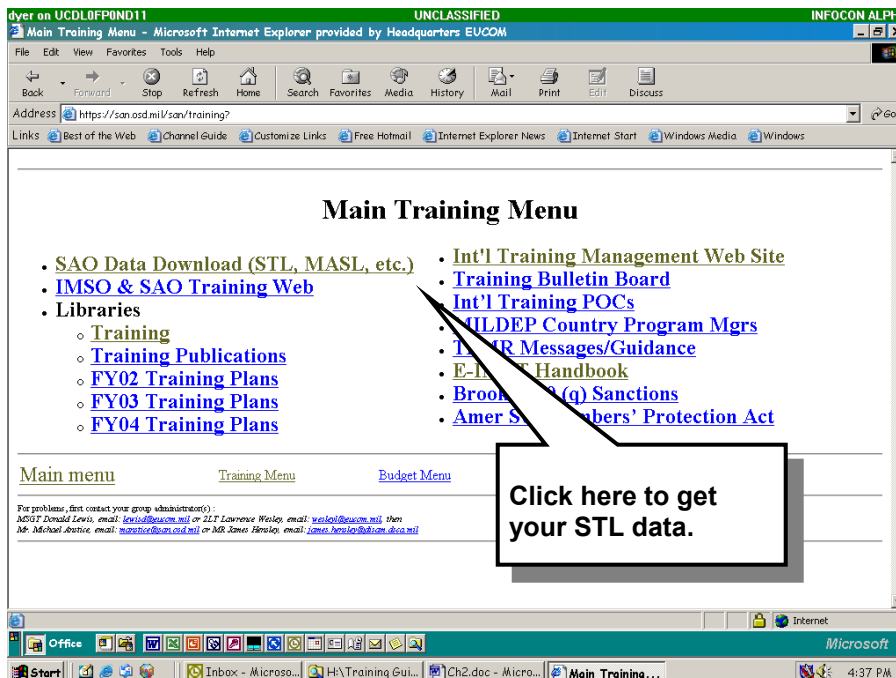
5. This is the ***EUCOM Library*** screen.



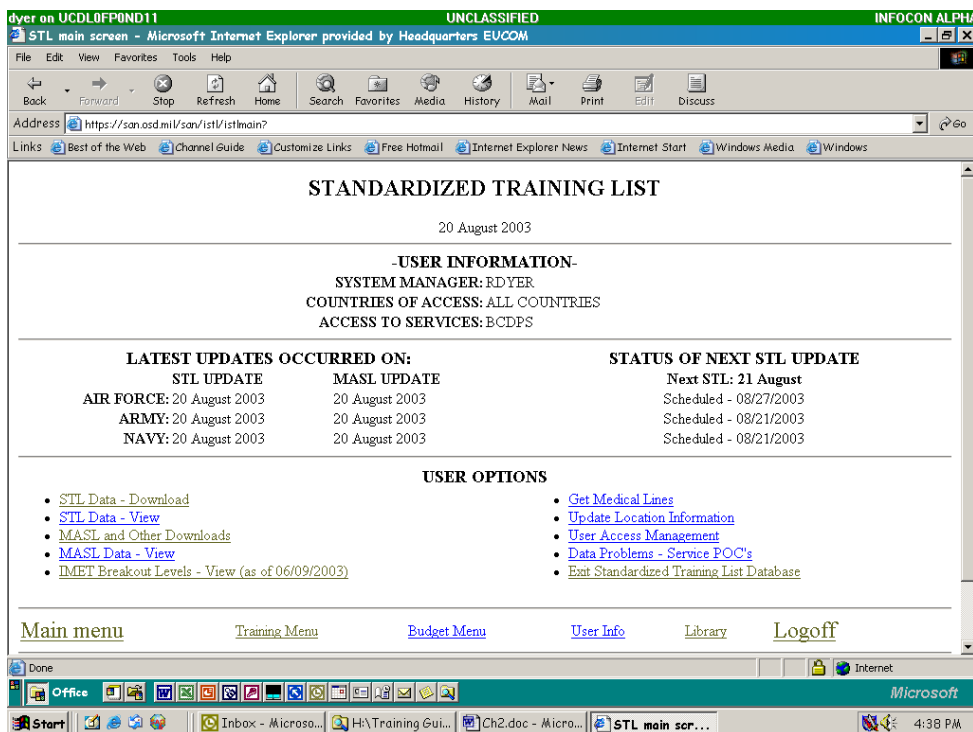
6. This SAN Screen shows what you will get if you choose to ‘*List Items in EUCOM Library*’. Once you determine the file you want, simply highlight it, double click on your mouse, and save it to the appropriate location on your computer. Uploading a file is just like uploading or attaching a file to e-mail. Simply tell the computer what file you want to upload and where it should look to find the file. The SAN will do the rest.



6. **Training.** This is the next SAN feature we'll look at. This is where you should be going every week in order to update your TMS training data. Click on '**SAO Data Download (STL, MASL, etc.)**' to do so. Also on this page are useful links such as the master list of training web sites, a useful Expanded-IMET Handbook link and a link to the International Training Management Website discussed in the next section. The **Main Training Menu** screen looks like this:



7. This is the main menu for obtaining your IMET, CTFP, and FMS training data. Frequently called “STL data”, this data is updated weekly and is usually available for you to download on Thursday mornings. In addition, you can view or download other data such as the MASL, Location Codes, IMET Breakout Levels for your country and more.



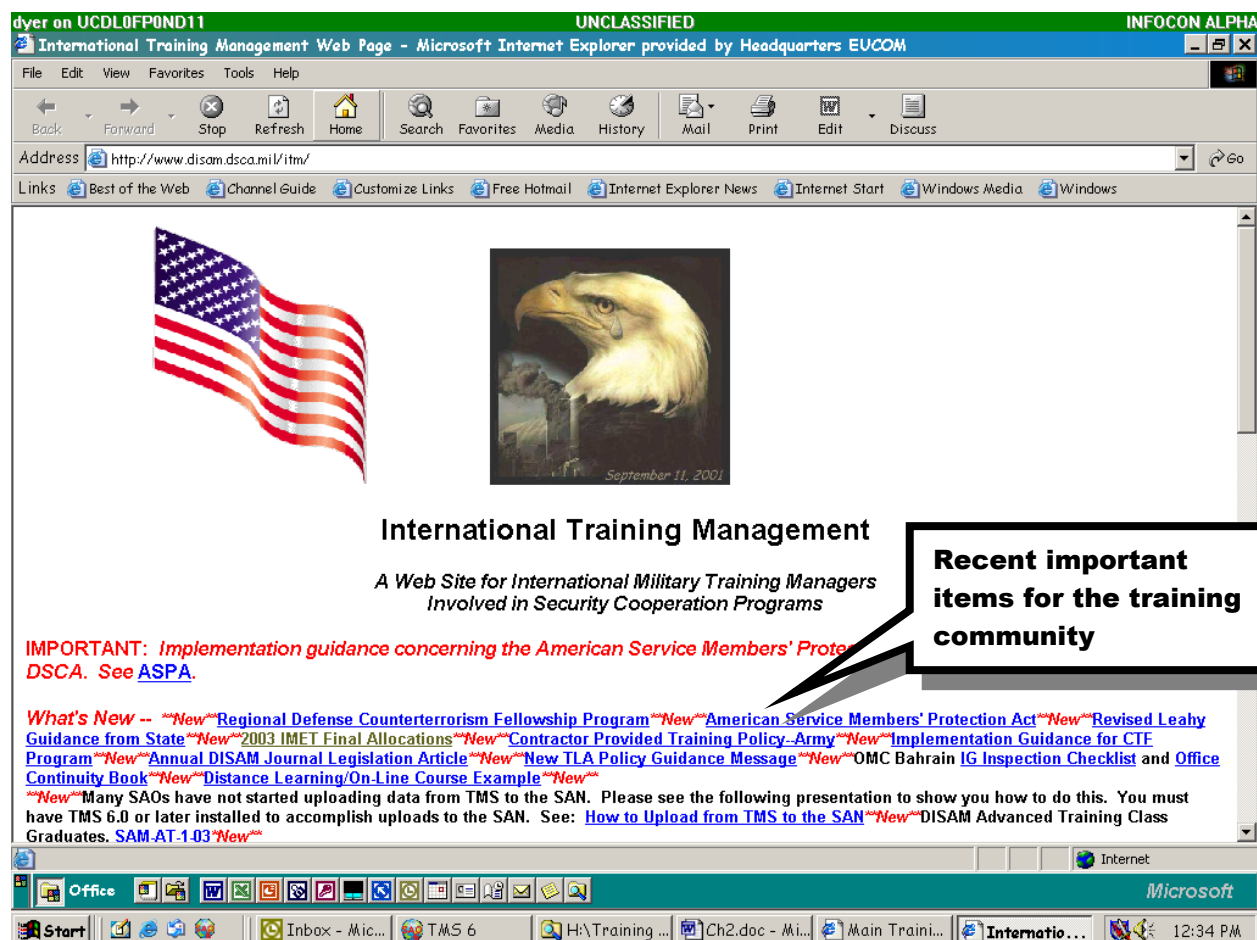
## The International Training Management (ITM) Web Site

1. DISAM developed this Web Site to help SAOs administer SA training programs more efficiently. The link is:

<http://www.disam.dsca.mil/itm/>

The next three screen 'captures' show you how to navigate through the 'ITM' web site. It provides access to SA training documents, publications, training exercises, SA education and training related materials, and other SA education and training web. **This is perhaps the single most important web site for you to know.** You don't have to spend hours searching the web for information related to a specific issue. This web site will help you navigate to the right location to find the information you need.

2. The information is listed by category. Simply click on the category you're interested in and then you'll be taken to the subject matter specific web site where you'll find the information you want, or another "hot link" if you need to reach further down into the subject area.



3. If you scroll down a little further you will see the next part of the ITM site (shown on the next page). The first part has 'hot links' to MILDEP home pages and other important web sites. The 'Web Site Links' button gives you a listing of all major SA training web sites. The second portion has links to various functional areas. For example; the 'Student Screening' button will take you to a page that contains all pertinent information for that subject area.

dyer on UCIDL0FPOND11 UNCLASSIFIED INFOCON ALPHA

International Training Management Web Page - Microsoft Internet Explorer provided by Headquarters EU

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit

Address http://www.dsam.dsca.mil/itm/

Links Best of the Web Channel Guide Customize Links Free Hotmail Internet Explorer News

For quick access: [CONTENTS](#) (site contents), [Web Site Links](#) (master)

Systems: [SAN](#), [I-SAN](#), [IMSO Web](#), [TMS](#), [I-TMS](#).

Organizations: [SATFA](#), [NETSAFA](#), [AFSAT](#), [Marine Corps](#), [Coast Guard](#), [SATMO](#), [DLIELC](#), [DISAM](#), & [DSAA](#).

<p><b>References</b></p> <p><a href="#">Messages</a></p> <p><a href="#">Articles</a></p> <p><a href="#">Points of Contact</a></p> <p><a href="#">Events--Dates</a></p> <p><a href="#">Lessons</a></p> <p><a href="#">Legislation</a></p> <p><a href="#">Web Site Links</a></p> <p><b>Training Programs</b></p> <p>IMET</p> <p>FMS</p> <p><a href="#">Counterterrorism Fellowship Prog-CTF</a></p> <p>Counter Narcotics Prog-CN</p> <p>Iraq Liberation Act-ILA</p> <p>Intl Narcotics Law-INL</p> <p>FAA, Sec 506 Drawdown</p> <p><b>Automation</b></p> <p><a href="#">FAQS</a></p> <p><a href="#">SAN</a></p> <p><a href="#">LSAN</a></p> <p><a href="#">TMS</a></p> <p><a href="#">I-TMS</a></p> <p><a href="#">IMSO Web System</a></p>	<p><b>SAO</b></p> <p><a href="#">SAO Specific</a></p> <p><a href="#">SAO Best Practices</a></p> <p><a href="#">Sample Messages</a></p> <p><a href="#">Training Program Mgt</a></p> <p><a href="#">SAO Web Sites</a></p> <p><b>IMSO</b></p> <p><a href="#">IMSO Specific</a></p> <p><a href="#">IMSO Best Practices</a></p> <p><a href="#">IMSO Web Site Development</a></p> <p><a href="#">Model IMSO Web Page</a></p> <p><a href="#">School/IMSO Web Sites</a></p> <p><b>MILDEP</b></p> <p><a href="#">Army</a></p> <p><a href="#">Navy</a></p> <p><a href="#">Air Force</a></p> <p><a href="#">Marine Corps</a></p> <p><a href="#">Coast Guard</a></p> <p><b>Unified Command</b></p> <p><a href="#">CENTCOM</a></p> <p><a href="#">EUCOM</a></p> <p><a href="#">PACOM</a></p>	<p><b>Functional Areas</b></p> <p><a href="#">Biographical Data</a></p> <p><a href="#">Dependents</a></p> <p><a href="#">Distance Learning</a></p> <p><a href="#">DoDIP</a></p> <p><a href="#">English Language Training</a></p> <p><a href="#">Eng Lang Tng--In Country</a></p> <p><a href="#">English Language</a></p> <p><a href="#">Exchange</a></p> <p><a href="#">Expanded</a></p> <p><a href="#">FMS Train</a></p> <p><a href="#">Health Affs</a></p> <p><a href="#">Human Rts</a></p> <p><a href="#">ID Cards</a></p> <p><a href="#">IMET</a></p> <p><a href="#">Intercultural C</a></p> <p><a href="#">ITOs</a></p> <p><a href="#">Legal</a></p> <p><a href="#">Orientation</a></p> <p><a href="#">S.A. Train</a></p> <p><a href="#">Student Administration</a></p> <p><a href="#">Student Screening</a></p> <p><a href="#">Teams</a></p> <p><a href="#">Travel &amp; Living Allowance</a></p> <p><a href="#">Training Prices</a></p>
---	---	--

http://www.dsam.dsca.mil/itm/Web Site Links/@WebSites.htm

Office

Start

Inbox - Mic... TMS 6 H:\Training... Ch2.doc - Mi... Main Traini... Internatio... 12:38 PM

**'Hot Links' to service 'Home Pages' or web sites for every conceivable SA training purpose**

**Links to various functional areas.**

4. The information from the 'Student Screening' link is shown below.

dyer on UCIDL0FPOND11 UNCLASSIFIED INFOCON ALPHA

http://www.dsam.dsca.mil/itm/Functional/Stud\_Screen.htm - Microsoft Internet Explorer provided by Headquarters EU

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History Mail Print Edit

Address http://www.dsam.dsca.mil/itm/Functional/Stud\_Screen.htm

Links Best of the Web Channel Guide Customize Links Free Hotmail Internet Explorer News

**Student Screening**

[Home](#)

Information on the **Security and Political Screening** of International Military Students (IMS) is available at the following:

**Note:** The screening of nominees for U.S. sponsored training programs has become very sensitive as a result of increased Congressional interest in same. It is the one requirement that, if not accomplished properly, can very quickly get an SAO in serious trouble. Therefore, close attention to the following requirements is strongly advised. In particular be sure to follow provisions of **DSCA Msg 311625 May 00** below.

[Revised Guidance Regarding Leahy Amendments & U.S. Foreign Assistance](#) -- State, 6 Feb 2003

**References:**

[SAMM -- Chap 10, Para 100007 -- Screening Student Candidates](#)

[JSAT -- Para 10.41. Security and political screening](#)

**Messages:** Please note that there have been numerous messages concerning this very critical student vetting requirement.

[Guidance For Screening Nominees For U.S. Sponsored Training Programs -- DSCA, May 2000](#)

[FY 2000 Policy and Program Management Guidance -- DSCA, Sep 1999 Para 3B -- Student Screening](#)

[Human Rights Limitation On Assistance To Security Forces: Implementation Guidelines -- State, Jun 1999](#)

[SAO Screening Process Guidelines For Candidates In U.S. Sponsored IMET/FMS Training Programs -- EUCOM, Jan 1999](#)

[Guidance For Screening Nominees For U.S. Sponsored Training Programs -- DSAA, Mar 1998](#)

[Guidance For Screening Candidates - U.S. Sponsored Training Programs -- DSAA, Dec 1997](#)

[Screening Nominees For U.S. Sponsored Training Programs -- State, Nov 1997](#)

**EUCOM IG Checklist -- Section 1.5.2.9**

--"Has the ODC coordinated with the U.S. Embassy, Human Rights Officer, RSO, DEA, Consular Section, and other agencies as appropriate to screen nominees thoroughly?"

--"Has the ODC developed a checklist that as a minimum encompasses these steps? Is the completed checklist included with other documents related to the country nominee and is it maintained for 10 years?"

Office

Start

Inbox - Mic... TMS 6 H:\Training... Ch2.doc - Mi... Main Traini... http://ww... 12:42 PM

**Everything you wanted to know about Student Screening is contained right here!**



## The Training Management System (TMS)

1. TMS 6.0 is the one SA automation tool you'll find virtually indispensable. The main TMS screen looks like this. *Note: TMS version 6.03 was mailed to all SAOs on 12 September 2003 as this guide was being written.*



2. **TMS User Handbook.** If you don't know how to use TMS go to this web site and download the TMS 6.0 Handbook. It is a complete step-by-step tutorial on using TMS complete with 'screen captures':

<http://www.disam.dsca.mil/itm/Automation/TMS.htm>

### 3. TMS Capabilities

a. **STL.** You can update your STL data every week from country training program files that you downloaded from the SAN. Normally, new Air Force data is available for download every Thursday morning and Army and Maritime data is available daily. **HOWEVER**, if you can't get to the SAN and download your data we can e-mail it to you. We'll even fax it to you if your e-mail is down. Contact us and we'll get you a new STL if you can't get it from the SAN. *A sample STL is on page 2-13*

b. **Military Articles and Services Listings (MASLs)** - and other Training Files data. The MASL is the list of almost all training available to the international community with such information as course length, location of the course, English Language pre-requisites, course cost, security clearance requirements and more. The MASL is updated weekly and available to download from the SAN so you can update the TMS MASL database. In addition to MASL information this part of the SAN will also automatically download Location Codes (LOC), and other information you'll need to successfully run TMS. *A sample MASL page is on page 2-15*

- c. Computer-generated Invitational Travel Orders (ITO) and International Military Student Information (Student Bio) forms.
- d. STL and MASL database viewing and searching.
- e. STL and MASL reports: either "ready-made" reports, or custom-designed reports you create to suit your own needs.
- f. FMS and IMET program summary reports.
- g. Adding/deleting/changing student data records.
- h. Preparing and generating IMET waiver requests.
- i. Miscellaneous tables and databases, such as LOC/EXA table (training location), Positions of Prominence database, DSCA roster, etc.
- j. Student unit information. This information is critical to help you prepare your input for the Congressional Report on International Military Training (CRMIT) which is due every year in the fall (October-November).

**Put the student's unit information here every time you prepare an ITO and you'll be ready for the CRMIT report every year!**

Changes to items underlined will generate a file to be uploaded to the SAN.

**Student Information**

CC SK PY/Case ID 03 IA B TA 1 WCN 1059

Name (Surname, First Name) ☐ Male ☐ Female Date of Birth  Place of Birth

Medical Cert ☐ Date  Security Cert ☐ Date

Service  Service No  Grade  US Grade  Passport

Mandatory >> Unit

ECL	Test Number	Date Taken	Score	Req. ECL	Required Clearance
Info	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Student's Clearance <input type="text"/>

Flight Crew  Current Position  Instructor  ITO Date

Accompanying Dependent's Name  Relation  DOB

Remarks

STL Date:

[Press F1 at any time for TMS Help]

Buttons: Update, View, Mail, History, Send to SAN, Exit TMS

Form View

Windows Taskbar: Start, TMS 6, Document1 - Microsoft..., CAPS, 2:10 PM

## REFERENCE PUBLICATIONS

1. Most DoD publications are no longer available in printed format. They are maintained electronically at various military web sites. Most Security Assistance publications are also available in the "Training Publications" library on the SAN or through the International Training Management web site.

2. Most of the publications listed below can be found at the International Training Web Site. Here is a direct link: <http://www.disam.dsca.mil/itm/References/@References.htm>

**Security Assistance Management Manual (SAMM):** Also DoD 5105.38-M. Chapter 10 concerns training policy and procedures. The SAMM is available at various SAN locations or Web Sites. Here is one link: <http://www.dsca.osd.mil/samm/>

**Joint Security Assistance Training Regulation (JSAT):** Also known as AR 12-15, SECNAVINST 4950.4A or AFI 16-105. The JSAT supplements the SAMM and provides detailed guidance concerning SA training program implementation and administration. The JSAT applies to both SAOs (that's you) and CONUS training activities. The newest JSAT is dated 5 June 2000. The easiest way to find it is this link: <http://www.disam.dsca.mil/itm/References/@References.htm>

**Defense Language Institute English Language Center (DLIELC) Publications:** The easiest way to find them online is to use this link: <http://www.disam.dsca.mil/itm/References/@References.htm>

♦ Most of these are usually updated in the autumn of each year.

**English Language Training Support for Security Assistance Offices** This is a quick reference of everything you wanted to know about English language training and DLIELC.

**DLIELC 2004 Catalog of Materials, Courses and Support; not dated**

**DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training; October 1, 2003**

**DLIELC 1025.9, Management of the DLIELC Oral Proficiency Program; 1 April 2003**

**DLIELC 1025.15, English Comprehension Level (ECL) Test Guidelines; October 1, 2003**

**DLIELC 1025.30, English Language Training for International Military Students; April 30, 2003**

**U.S. Army Security Assistance Training Program Handbook.** (Commonly called the "Green Book"). Go to this web site: <http://www-satfa.monroe.army.mil/greenbook2/greenbook.asp>

**US Navy International Training Catalog.** This catalog is a complete listing of the various U.S. Navy training courses available to the international community: [https://www.netsafa.navy.mil/catalog/table\\_contents.asp](https://www.netsafa.navy.mil/catalog/table_contents.asp)

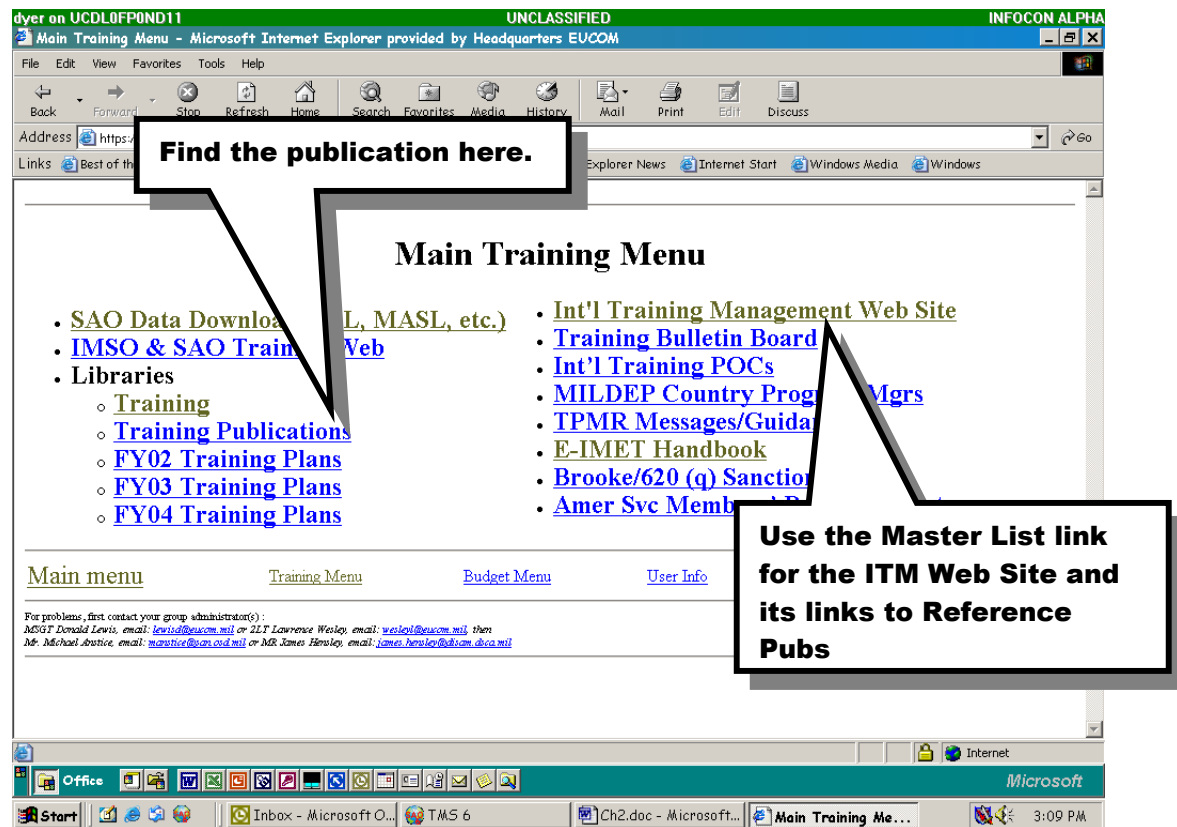
**United States Coast Guard International Training Handbook – 10<sup>th</sup> Edition.** This publication can be found here: <http://www.uscg.mil/hq/g-ci/2000ith/ITHnew.htm>

**Marine Corps Security Assistance Education and Training Desktop Guide** This publication is available at this website: <http://www.tecom.usmc.mil/csw/deskguide/toc.htm>

**HQ USEUCOM Security Assistance Training Guide, 2004-2005.** (You're reading it now). If you're an experienced SAO training program manager, please review the part on SA training automation, ensure your student vetting and medical screening procedures (Ch. 3) are in order and look at chapter six before you toss this handbook into the back corner of your bookshelf. If you're new, keep this handbook close by for a while; it might prove helpful. You can also get it from this web site: <http://www.disam.dsca.mil/itm/Unified Command/Eucom.htm>

### 3. How to get to reference publications while on the SAN

a. Logon to the SAN and go to the Main Menu. Select the Training option. This will take you to the Main Training Menu. It will look like this and you can get your publication from one of these two links:



b. Take a few minutes and investigate how to download these documents. If you're having problems, contact us.

## FORMS & COMPUTER PRINTOUTS

### All of these forms are available in TMS

1. Invitational Travel Order (ITO), DD Form 2285, dated Jan 95. When you start to complete the ITO in TMS you will see it in its entire 4-page format. Once completed, the ITO will actually print in "letter" format, which is the newest version of the ITO. The MILDEPs and schools will continue to accept DD Form 2285 ITOs. However, you are strongly urged to use TMS to complete your ITOs.
2. International Military Student (IMS) Biographic Data, DD Form 2239, dated Aug 92. This form provides basic IMS biographic information needed by the International Military Student Offices (IMSO) at the training locations to assist student transition to life in the United States. Again, use TMS to complete and print this form.
3. The Standardized Training Listing (STL). SATFA, NETSAFA, and AFSAT each produce their own version of the STL. An STL for Croatia's FY04 IMET program printed from TMS is shown at page 2-13. **It is extremely important that you check the STL each week for new class dates or changes to class dates.** Frequently the STL is the only notification you will get when a quota has been allocated, or that class dates have changed. TMS can provide you a "Reconciliation" report that points out all changes since the previous STL. The STL is a dynamic

document that must be reviewed carefully each time you receive it. Don't simply file a new STL with old ones or overwrite your current TMS STL database before reviewing it for program changes first.

4. **Military Articles and Services List (MASL)**. The MASL is a listing of almost all the courses available to international “customers”. It provides course cost/tuition charges for different fiscal years and for different pricing categories (IMET, FMS, FMS-IMET, NATO). A MASL page printed from TMS is shown on page 2-15.

5. **Location Codes**. This is a three-digit code shown on your ISTL under the “**LOC**” column. The Location Code table is updated on a regular basis and is available from the SAN Training Menu or in the “View” function of TMS. The Location Code tells you exactly where the student will be training in the U.S.

## SA TRAINING FILING SYSTEM

1. International Training files should be kept in accordance with record keeping requirements of your parent organization. Files should provide a historical background in order to evaluate program effectiveness and help plan future programs, and provide sufficient information on previous graduates of U.S. training to help the people who follow you determine if prior students are utilizing the skills they learned. Additionally, training files should be used to help identify prior students who have achieved a "Position of Prominence" in their country.

2. All EUCOM ODCs are required to maintain files in accordance with **CJCSI 5760.01 “Records Management Policy for the Joint Staff and Combatant Commands”** dated 01 February 2003. There are two volumes of specific records management/filing procedures for maintaining office records for EUCOM ODCs. Their titles and web links are shown below. The training portion of filing is illustrated below.

a. CJCSI 5760.01 can be found at this web site: <http://www.dtic.mil/doctrine/jel/cjcsd/cjcsi/d576001.pdf>

b. CJCSM 5760.01 Vol I Joint Staff and Combatant Command Records Management Manual: Volume I - Procedures, 10 March 2003: <http://www.dtic.mil/doctrine/jel/cjcsd/cjcsm/m576001vi.pdf>

c. CJCSM 5760.01 Vol II Joint Staff and Combatant Command Records Management Manual, Volume II - Disposition Schedule, 10 March 2003: <http://www.dtic.mil/doctrine/jel/cjcsd/cjcsm/m576001vii.pdf> Volume II provides specific file numbers guidance for establishing and maintaining international training records.

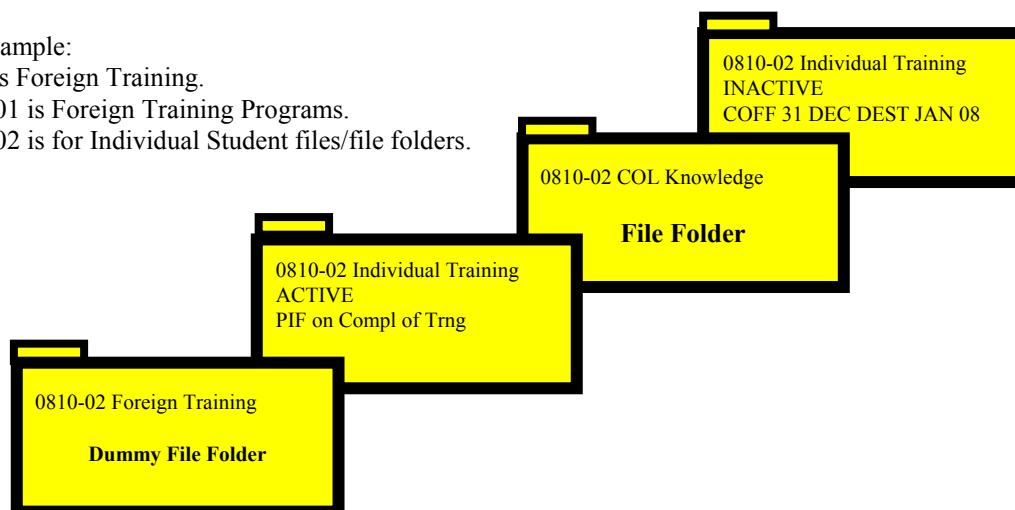
d. Foreign Training files for International Training fall within the 0810 series and should be established as shown below.

For example:

0810 is Foreign Training.

0810-01 is Foreign Training Programs.

0810-02 is for Individual Student files/file folders.



## CROATIA STL

Data Date 21-Aug-03

Report Date 22-Aug-03

IA	WCN	MASL	TITLE	SC	LOC	DUR	ECL	CRS COST	TLA	TOTAL	REPORT	START	END	QTR	PRI	FS	QTY	PO	WV
04																			
B	0001	B365003	MEDICAL COST-CONUS		BGX	0000		\$980	\$0	\$980				1	A		1	B	
B	1201A	B171201	U.S. ARMY SGT MAJOR PREP	O	BCI	0003	80O	\$2,714	\$5,124	\$7,838	12/1/2003	12/8/2003	1/9/2004	1	A		1	B	
B	1201B	B171200	U.S. ARMY SERGEANTS MAJOR	O	BCI	0025	80O	\$7,960	\$21,729	\$29,689	1/11/2004	1/12/2004	6/30/2004	2	A		1	B	
B	1204@	B177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	80	\$2,450	\$2,618	\$5,068				3	A		1	B	
B	1204A	B171805	IF PREPARATORY COURSE	O	BFF	0008	80	\$36,504	\$13,293	\$49,797				3	A		1	B	
B	1204B	B171801	NWC INTERNATIONAL	O	BFF	0043	80	\$10,736	\$65,614	\$76,350				3	A		1	B	
B	1205@	B177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	80SA	\$2,450	\$2,618	\$5,068				3	A		1	B	
B	1205A	B171800	ARMY WAR COLLEGE (RES	O	BCC	0040	80SA	\$15,423	\$34,595	\$50,018				3	A		1	B	
B	1206@	B177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	80SA	\$2,450	\$2,618	\$5,068				3	A		1	B	
B	1206A	B171766	INTERNATIONAL OFFICER	O	BCT	0003	80SA	\$625	\$2,688	\$3,313				3	A		1	B	
B	1206B	B171782	CMD & GEN STAFF OFF PREP	O	BCT	0003	80SA	\$3,025	\$2,208	\$5,233				3	A		1	B	
B	1206C	B171768	COMMAND & GEN STAFF OFF	O	BCT	0041	80SA	\$9,443	\$28,140	\$37,583				3	A		1	B	
B	1208A	B171699	INT'L OFF PREP-INF CCC	O	BCG	0001	75SA	\$2,698	\$1,534	\$4,232	12/22/2003	1/5/2004	1/9/2004	1	A		1	B	
B	1208B	B171700	INFANTRY CAPTS CAREER	O	BCG	0018	75SA	\$4,360	\$9,444	\$13,804	1/9/2004	1/12/2004	5/18/2004	2	A		1	B	
B	1210A	B171201	U.S. ARMY SGT MAJOR PREP	E	BCI	0003	80O	\$2,714	\$3,771	\$6,485				2	A		1	B	
B	1210B	B171200	U.S. ARMY SERGEANTS MAJOR	E	BCI	0039	80O	\$10,361	\$34,275	\$44,636				2	A		1	B	
B	1211	B172599	INTL OFF INTEL CAPT CAREER	O	BCU	0016	80SA	\$9,085	\$10,084	\$19,169	6/21/2004	6/28/2004	10/14/2004	3	A		1	B	
B	1212@	B177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	80SA	\$2,450	\$2,618	\$5,068				1	A		1	B	
B	1212A	B172599	INTL OFF INTEL CAPT CAREER	O	BCU	0016	80SA	\$9,085	\$9,634	\$18,719				2	A		1	B	
B	1213A	B171131	FA OFF ADV PREP-ALLIED OFF	O	BCF	0004	75SA	\$944	\$2,304	\$3,248	4/13/2004	4/20/2004	5/12/2004	3	A		1	B	
B	1213B	B171680	FIELD ARTY CAPTAINS	O	BCF	0018	75SA	\$4,681	\$9,724	\$14,405	5/11/2004	5/18/2004	9/23/2004	3	A		1	B	
B	1214A	B174014	CCC INTERNATIONAL ENGR	O	BC2	0001	75SA	\$167	\$1,134	\$1,301				1	A		1	B	
B	1214B	B171670	ENGINEER OFF CPT CAREER	O	BC2	0018	75SA	\$4,669	\$8,574	\$13,243				1	A		1	B	
B	1215A	B171772	SIG CPT CAREER PREP-INTL	O	BCP	0003	80SA	\$1,242	\$1,791	\$3,033	4/22/2004	4/29/2004	5/14/2004	3	A		1	B	
B	1215B	B171771	SIGNAL CAPTAINS CAREER	O	BCP	0018	80SA	\$4,165	\$9,381	\$13,546	5/14/2004	5/17/2004	9/22/2004	3	A		1	B	
B	1216A	B171604	INTERNATIONAL CCC PREP	O	BCR	0002	75SA	\$534	\$1,705	\$2,239	7/19/2004	7/26/2004	8/6/2004	4	A		1	B	
B	1216B	B171603	AIR DEF ARTY CAPT CAREER	O	BCR	0018	75SA	\$4,987	\$10,869	\$15,856	8/9/2004	8/10/2004	12/17/2004	4	A		1	B	
B	2200A	B126619	PSYC OPERATIONS OFFICER	O	BCZ	0005	80SA	\$1,211	\$3,204	\$4,415	6/7/2004	6/14/2004	7/16/2004	3	A		1	B	
B	2200B	B173637	CIVIL AFFAIRS	O	BCZ	0004	80SA	\$1,062	\$2,454	\$3,516	7/12/2004	7/19/2004	8/13/2004	4	A		1	B	
B	2201A	B156535	PLAN,PROG,BUDG & EXEC SYS	O	BC3	0002	75	\$509	\$1,724	\$2,233	3/8/2004	3/15/2004	3/26/2004	2	A		1	B	
B	2201B	B156536	RESOURCE MGT BUDGET	O	BC3	0002	75	\$509	\$1,484	\$1,993	3/22/2004	3/29/2004	4/9/2004	2	A		1	B	
B	6216	B129915	INFANTRYMAN ANCOC	E	BCG	0009	70	\$1,350	\$2,253	\$3,603				2	A		1	B	
B	6218	B175237	PREVENTIVE MEDICINE SPEC	O	BGS	0015	70SA	\$5,447	\$10,964	\$16,411	5/10/2004	5/17/2004	8/31/2004	3	A		1	B	
<b>Programmed Totals Priority A (SATFA)</b>								<b>\$166,990</b>	<b>\$320,170</b>	<b>\$487,160</b>									
D	0001A	D365003	MEDICAL SERVICES/CONUS		000	0001		\$0	\$0	\$0				1	A		1	D	
D	0001B	D365003	MEDICAL SERVICES/CONUS		000	0001		\$490	\$0	\$490				1	A		1	D	
D	1000@	D177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	70SA	\$2,440	\$10,220	\$12,660				3	A		1	D	
D	1000A	D171014	INTL OFF SCH (FOR AC&SC)	O	MAX	0006	70SA	\$4,640	\$5,292	\$9,932				3	A		1	D	
D	1000B	D171002	AIR COMD & STAFF COLLEGE	O	MAX	0044	70SA	\$7,540	\$33,696	\$41,236				3	A		1	D	
D	1001@	D177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	80SA	\$2,440	\$10,220	\$12,660				3	A		1	D	
D	1001A	D171011	INTL OFF SCH (FOR AWC)	O	MAX	0006	80SA	\$4,640	\$5,292	\$9,932				3	A		1	D	
D	1001B	D171010	AIR WAR COLLEGE	O	MAX	0044	80SA	\$11,306	\$33,696	\$45,002				3	A		1	D	

## CROATIA STL

Data Date 21-Aug-03  
Report Date 22-Aug-03

IA	WCN	MASL	TITLE	SC	LOC	DUR	ECL	CRS	COST	TLA	TOTAL	REPORT	START	END	QTR	PRI	FS	QTY	PO	WV
D	1002	D171003	INTL OFF SCH & SOS	O	MAX	0011	70SA		\$5,220	\$8,748	\$13,968				2	A		1	D	
D	1003@	D177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	80S		\$2,440	\$2,904	\$5,344	1/7/2004	1/12/2004	3/12/2004		A		1	D	
D	1003A	D171029	USAF SENIOR NCO ACADEMY	O	MAX	0007	80S		\$920	\$2,244	\$3,164		3/15/2004	4/28/2004		A		1	D	
D	2001	D172013	COMB STRAT INTEL TNG PRGM	O	CSI	0007	85		\$3,506	\$2,332	\$5,838				5	A		1	D	
D	2002	D141019	AIRCRAFT MAINTENANCE OFF	O	SHE	0014	70SA		\$1,436	\$4,488	\$5,924				5	A		1	D	
D	6007	D177006	LANGUAGE INSTRUCTOR/ADV	O	DLI	0016	85		\$4,290	\$5,236	\$9,526	8/11/2004	8/16/2004	12/3/2004	4	A		1	D	
D	6008	D177013	MANAGING ENG LANG	O	DLI	0008	80		\$2,180	\$2,772	\$4,952	8/11/2004	8/16/2004	10/8/2004		A		1	D	
D	6009	D177018	ADV LANG PROFICIENCY SKILL	O	DLI	0012	80		\$3,240	\$4,004	\$7,244	5/19/2004	5/24/2004	8/13/2004		A		1	D	
<b>Programmed Totals Priority A (AFSAT)</b>									<b>\$56,728</b>	<b>\$131,144</b>	<b>\$187,872</b>									
P	0001	P365003	MEDICAL SERVICES		UNK				\$0	\$0	\$0				1	A		1	P	
P	0094	P319141	MET M/MARITIME SVC PH IV	O	CIT	0001			\$18,000	\$0	\$18,000				2	A		1	P	M
P	0600	P309131	MET ACQUISITION PHASE III	O	HR8	0001			\$40,000	\$0	\$40,000				4	A		1	P	M
P	1000A	P162285	INTL CRISIS CMD/CTRL	O	CGR	0002	80SA		\$2,376	\$1,267	\$3,643	5/19/2004	5/24/2004	6/4/2004	3	A		1	P	
P	1000B	P162225	LEADERSHIP & MGMT G-P-OLAM	O	CGR	0001	80SA		\$808	\$357	\$1,165	6/5/2004	6/7/2004	6/11/2004	3	A		1	P	
P	1000C	P171575	INTL MARITIME OFF	O	CGR	0010	80SA		\$10,385	\$3,570	\$13,955	6/12/2004	6/14/2004	8/20/2004	3	A		1	P	
P	1401	P171001	NAVAL COMMAND COLLEGE	O	NCC	0048	80		\$27,421	\$56,010	\$83,431				4	A		1	P	
P	1402	P171002	NAVAL STAFF COL - 5 1/2 MO	O	NSC	0023	80		\$12,952	\$11,530	\$24,482				2	A		1	P	
P	1403	P171812	SNCO ADVANCED COURSE	E	QCO	0008	70SA		\$782	\$2,985	\$3,767				4	A		1	P	
P	1430A	P171801	COMMAND & STAFF COLL	O	QCO	0047	80SA		\$13,697	\$35,599	\$49,296				3	A		1	P	
P	1431A	P171818	EXPEDITIONARY WARFARE	E	QCO	0043	80SA		\$6,015	\$32,496	\$38,511				3	A		1	P	
P	2400A	P132201	C4 PLANNER'S COURSE	O	QCO	0009	80SA		\$1,194	\$4,864	\$6,058				2	A		1	P	
P	2401	P162004	SR INTERNATIONAL DEF MGT	O	PDR	0004	80		\$5,087	\$2,360	\$7,447	6/19/2004	6/21/2004	7/16/2004	3	A		1	P	
P	2402	P162002	DEF RES MGT CRS	O	PDR	0004	80		\$4,836	\$2,290	\$7,126				4	A		1	P	
<b>Programmed Totals Priority A (NETSAFA)</b>									<b>\$143,553</b>	<b>\$153,328</b>	<b>\$296,881</b>									
<b>Programmed Totals Priority A</b>									<b>\$367,271</b>	<b>\$604,642</b>	<b>\$971,913</b>									
B	1217@	B177008	SPECIALIZED ENG LANG TNG	O	DLI	0009	80S		\$2,450	\$2,618	\$5,068				4	D		1	B	
B	1217A	B159001	INTERNATIONAL OFF LOG	O	BC4	0002	80S		\$4,044	\$1,554	\$5,598				4	D		1	B	
B	1217B	B151779	LOG EXEC DEV	O	BC4	0017	80S		\$4,646	\$9,306	\$13,952				4	D		1	B	
<b>Programmed Totals Priority D (SATFA)</b>									<b>\$15,902</b>	<b>\$23,186</b>	<b>\$39,088</b>									
D	0001C	D365003	MEDICAL SERVICES/CONUS		000	0001			\$0	\$0	\$0				1	D		1	D	
<b>Programmed Totals Priority D (AFSAT)</b>									<b>\$0</b>	<b>\$0</b>	<b>\$0</b>									
P	1002@	P177008	SPEC ENG LANG TRNG (SET)	O	DLI	0009	75		\$2,640	\$3,304	\$5,944				5	D		1	P	
P	1002A	P171302	CHIEF PETTY OFFICER ACAD	O	CGP	0005	75		\$2,401	\$2,330	\$4,731				5	D		1	P	
P	2403	P162003	INTL DEFENSE MGT CRS	O	PDR	0011	80		\$13,373	\$5,790	\$19,163				4	D		1	P	
<b>Programmed Totals Priority D (NETSAFA)</b>									<b>\$18,414</b>	<b>\$11,424</b>	<b>\$29,838</b>									
<b>Programmed Totals Priority D</b>									<b>\$34,316</b>	<b>\$34,610</b>	<b>\$68,926</b>									
<b>Programmed Totals: 04</b>									<b>\$401,587</b>	<b>\$639,252</b>	<b>\$1,040,839</b>									

## Selected MASL Report

22-Aug-03

MASL	YR	Title	LOC	Location	SCHOOL	Prereq	Dur	ECL	Security	IMET Cost
B00PCH	03	LANG LAB SHIPPING/HANDLING	BA2				1		U	\$108
B112010	03	FIXED WING MULTI-ENG QUAL	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		13	80S	U	\$75,997
B112010	03	FIXED WING MULTI-ENG QUAL	BCA	FORT RUCKER AL 36362	Fort Rucker		13	80S	U	\$75,997
B112011	03	FIXED WING MULTI-ENGINE IP	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		6	80S	U	\$54,793
B112011	03	FIXED WING MULTI-ENGINE IP	BCA	FORT RUCKER AL 36362	Fort Rucker		6	80S	U	\$54,793
B112012	03	AH-64 AVTR QUAL (LCT-INTR)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		3	80S	U	\$0
B112012	03	AH-64 AVTR QUAL (LCT-INTR)	BCA	FORT RUCKER AL 36362	Fort Rucker		3	80S	U	\$0
B11299	03	UH-60 AVIATOR QUAL	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		6	80S	U	\$0
B11299	03	UH-60 AVIATOR QUAL	BCA	FORT RUCKER AL 36362	Fort Rucker		6	80S	U	\$0
B113000	03	SPANISH UH-60 IP	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		8		U	\$89,000
B113000	03	SPANISH UH-60 IP	BCA	FORT RUCKER AL 36362	Fort Rucker		8		U	\$89,000
B113001	03	SP-ROTARY WING QUAL (UH-1)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		13		U	\$96,460
B113001	03	SP-ROTARY WING QUAL (UH-1)	BCA	FORT RUCKER AL 36362	Fort Rucker		13		U	\$96,460
B113002	03	ROTARY WING INST (NONUS)	BCA	FORT RUCKER AL 36362	Fort Rucker		6	80A	U	\$23,221
B113002	03	ROTARY WING INST (NONUS)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		6	80A	U	\$23,221
B113003	03	RW INSTR (GERMAN)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL	SPECIAL	6	80S	U	\$0
B113003	03	RW INSTR (GERMAN)	BCA	FORT RUCKER AL 36362	Fort Rucker	SPECIAL	6	80S	U	\$0
B113005	03	RWIC (NONUS) - ITALY	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		6	80A	U	\$0
B113005	03	RWIC (NONUS) - ITALY	BCA	FORT RUCKER AL 36362	Fort Rucker		6	80A	U	\$0
B113006	03	SP-RW QUAL (UH-1) CN 1004	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		13		U	\$70,867
B113006	03	SP-RW QUAL (UH-1) CN 1004	BCA	FORT RUCKER AL 36362	Fort Rucker		13		U	\$70,867
B113007	03	SP-INSTRU (UH-1FS) (REF)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		3		U	\$8,659
B113007	03	SP-INSTRU (UH-1FS) (REF)	BCA	FORT RUCKER AL 36362	Fort Rucker		3		U	\$8,659
B11300	03	SP-ROTARY WING QUAL (UH-1)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		13		U	\$0
B11300	03	SP-ROTARY WING QUAL (UH-1)	BCA	FORT RUCKER AL 36362	Fort Rucker		13		U	\$0
B113010	03	SP-INSTR (UH-1FS) (REF) CN	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		3		U	\$894
B113010	03	SP-INSTR (UH-1FS) (REF) CN	BCA	FORT RUCKER AL 36362	Fort Rucker		3		U	\$894
B113011	03	SPAN - AVR (UH-1) (T)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		5		U	\$43,134
B113011	03	SPAN - AVR (UH-1) (T)	BCA	FORT RUCKER AL 36362	Fort Rucker		5		U	\$43,134
B113012	03	SP - AVR (UH-1) (T) CN 100	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		5		U	\$43,134
B113012	03	SP - AVR (UH-1) (T) CN 100	BCA	FORT RUCKER AL 36362	Fort Rucker		5		U	\$43,134
B113013	03	SPANISH-NVG QUAL (UH-1)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		5		U	\$39,507
B113013	03	SPANISH-NVG QUAL (UH-1)	BCA	FORT RUCKER AL 36362	Fort Rucker		5		U	\$39,507
B113014	03	SP-NVG QUAL (UH-1) CN 1004	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		5		U	\$31,530
B113014	03	SP-NVG QUAL (UH-1) CN 1004	BCA	FORT RUCKER AL 36362	Fort Rucker		5		U	\$31,530
B113015	03	SPANISH - IP (UH-1)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		6		U	\$69,254
B113015	03	SPANISH - IP (UH-1)	BCA	FORT RUCKER AL 36362	Fort Rucker		6		U	\$69,254
B113016	03	SPAN - IP (UH-1) CN 1004	BCA	FORT RUCKER AL 36362	Fort Rucker		6		U	\$69,254
B113016	03	SPAN - IP (UH-1) CN 1004	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		6		U	\$69,254
B113017	03	SPAN - AVR (UH-60) (TRANS)	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		6		U	\$66,335
B113017	03	SPAN - AVR (UH-60) (TRANS)	BCA	FORT RUCKER AL 36362	Fort Rucker		6		U	\$66,335
B113018	03	CH-47D IP MOI	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		10	80S	U	\$182,252
B113018	03	CH-47D IP MOI	BCA	FORT RUCKER AL 36362	Fort Rucker		10	80S	U	\$182,252
B113019	03	CH-47D IP MOI-NETHERLANDS	BCA	FT BRAGG, NC 28307	USAIMA/ASTU-TMS-AL		10	80S	S	\$0



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## CHAPTER THREE

### YOUR JOB AS TRAINING MANAGER

#### LAST YEAR'S PROGRAM (FY03)

Basic things you need to do are shown below. You will encounter others, but this is a starter checklist.

- a. Monitor progress of students in school:
  - (1). Are any students having academic/disciplinary problems?
  - (2). Does the MILDEP (SATFA, NETSAFA, AFSAT, USMC or COGARD) recommend a change to the student's training schedule?
  - (3). Coordinate any changes to scheduled training with country or MILDEP as necessary.
- b. Notify country when students are scheduled to return home.
- c. Debrief student, if possible. Return Retainable Instructional Material (RIM) - the books he/she received while training in the U.S. - to the student, if possible.
- d. Notify appropriate U.S. activities of the results of the student debriefing if significant problems are identified or favorable comments are made.
- e. Process final travel voucher for returning students, if required.

#### CURRENT YEAR PROGRAM (FY04)

A basic checklist of things you will need to do to execute this year's program is provided below. The checklist is arranged by specific task, not by time sequence. Each task is divided into sub-components of smaller tasks or items you need to consider when performing the task.

#### 1. PROGRAM FUNDING.

- a. **FMS FUNDING:** If training is under FMS make sure you have an implemented FMS case.
- b. **IMET FUNDING:**
  - (1). If training is under IMET make sure you have Military Department (MILDEP) authority to publish the ITO. If in doubt, check with the MILDEP or us at HQ USEUCOM.
  - (2). Each MILDEP is responsible for funding its portion of the IMET program under "Decentralized Funding". This means that **you** are responsible for allocating your IMET funds among the U.S. MILDEPs where training is planned (This is commonly referred to as "breakout levels"). **You** are responsible for updating breakout levels during the year as changes occur in the country's IMET program. The breakout levels are updated on a regular basis and posted to the SAN Web.

\*\*\*\*\* **IMET BREAKOUT EXAMPLE** \*\*\*\*\*

Moldova will receive \$400,000 in FY04 IMET funds. The Office of Defense Cooperation (ODC), in conjunction with the Moldovan government, has decided that the \$400,000 will be divided as follows:

U.S. Army (SATFA)	\$195,000
U. S. Maritime Forces (NETSAFA, USMC, COGARD)	\$160,000
USAF (AFSAT)	\$ 45,000

If Moldovan requirements change and it's decided that more USAF sponsored training is desired, then funds to cover the additional training will have to come at the expense of another part of the country's program; either Army or Maritime. **You** are responsible for coordinating these changes and directing SATFA, NETSAFA, and AFSAT how to re-distribute Moldova's IMET funds. You decide that you need to put another \$20,000 in the USAF program to cover this new requirement, then you determine that one training sequence in the Army program is not as important and direct SATFA to transfer \$20,000 to AFSAT. You change the breakout so that it now reads:

U.S. Army (SATFA)	\$175,000
U. S. Maritime Forces (NETSAFA, USMC, COGARD)	\$160,000
USAF (AFSAT)	\$ 65,000

\*\*\*\*\* **END OF EXAMPLE** \*\*\*\*\*

**c. How to get more IMET money!** (See SAMM, Chapter 10, paragraph 100110).

(1). During the Training Program Management Review (TPMR) we will ask each of you if your program needs additional funds for valid, unfunded training requirements or if your country can turn back funds for redistribution. This is the start of the end-of-year review. We will send a prioritized list of all recommended country requirements for redistribution of IMET funds to DSCA by 30 June 2004. State Department will eventually announce the results of this review probably about September 2004.

(2). This "End-of-Year" review is an excellent opportunity to obtain additional funds for your host nation. The whole process requires close coordination among the SAO (you), HQ USEUCOM, the MILDEP, and DSCA. Student and quota availability need to be established before additional funds can be provided. Each player must be prepared to act on very short notice.

**d. COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) FUNDING.**

(1). CTFP funding is similar to IMET funding in that the program pays all costs; tuition, travel & per diem for the student. See page 3-26 for detailed program implementation guidance.

(2). The CTFP differs from IMET in that overall program and country funding control is retained at OSD-SO/LIC. An SAO is advised how much CTFP funding the country has been allocated, but OSD-SO/LIC retains the authority to change a country's funding level at any time.

(3). CTFP funding also differs in that OSD-SO/LIC will only release funding for each education/training event after the SAO has submitted and SO/LIC approves the student's "Nomination Package"; see page 3-28 for an example of the "Candidate Nomination" form.

(4). CTFP funding approval is a two-step process. First SO/LIC will release funds through DSCA to the appropriate MILDEP. Normally release of funding does not constitute policy approval for a student to actually proceed to training. The second step is "Policy approval" which constitutes final authority for the SAO to actually publish the ITO and implement the planned training.

## 2. STUDENT PROCESSING CHECKLIST.

You should be pushing the country to nominate students to you as early as possible (six months before the class starts). An example of a student-processing checklist is shown starting at page 3-18. These are some of the things you need to do:

- a. Always have a back-up candidate, if possible.
- b. Conduct English Comprehension Level (ECL) screening test. Remember test scores are valid for 105 days. Make sure the candidate has the minimum ECL score required by the MILDEP.
- c. Verify that the candidate's rank fits the course. We don't want a student whose rank is too low or too high. Submit a waiver request to the MILDEP if necessary. Find out if the candidate has been promoted. It has happened where someone was promoted to a grade that made him ineligible for his primary training course.
- d. Check physical fitness and administer the required physical fitness test for Airborne, Ranger, Special Forces, or Underwater Demolition training, if required. Make sure pilots/navigationers/flight engineers have current flight physicals and take their flight/medical records with them to training.
- e. Conduct necessary background checks on the proposed student or have country officials certify to the country team's satisfaction that the proposed student has:
  - (1). **Been vetted properly. Has the student been cleared by appropriate host country and country team authorities and certified to have no record of human right abuses, drug trafficking, corruption, criminal activity, or other activities that are inconsistent with U.S. foreign policy goals? The most recent vetting guidance is contained in SECSTATE Message 061820Z Feb 03 and is shown on page 3-10.** The vetting process and student checklist used by ODC Russia is shown starting on page 3-15.
  - (2). **Been medically screened and is certified to attend U.S. training. This includes chest x-ray, dental screening and HIV screening. The country does the screening, not you. The country provides you with the certificate.** Current medical screening policy is contained in DSCA message 211831Z Nov 02 shown on page 3-23.
  - (3). The security clearance necessary to attend a classified course. The school will determine if the student is actually eligible to receive classified instruction
- f. Check school websites (see the ITM Website for links to schools) for administrative and logistics information pertinent to your student. Provide this information to the student before he/she leaves for CONUS training.
- g. Determine if dependents will accompany the student. Remember, for most courses, it is advisable to not have dependents accompany the student. Check the Joint Security Assistant Training (JSAT) regulation for more information. If yes, then notify the school so they are prepared for the dependents. Put it on the ITO. This is especially important for those schools where the student is authorized an increased living allowance when dependents accompany him/her. **See page 3-20 for authorized living allowances that became effective 1 Oct 03.** In addition, if the dependents aren't on the ITO they will not be allowed Commissary and Exchange privileges.
- h. Verify that the candidate meets technical and educational prerequisites. Check the appropriate Army, Navy, USAF, USMC or Coast Guard Web Site (see Chap 2) or Training Guide/Handbook for prerequisites.
- i. Arrange visa. **A-2 visa has been directed by SECSTATE for all non-NATO International Military Students. If there's a problem tell your consular officer to see "9 FAM, 41.22, note 2.5". That is State Department's authority for an A-2 visa.**
- j. Make airline reservations and purchase ONE-WAY ticket to first training location (IMET only). If you believe a round trip is more economical, then request a waiver to this requirement from the MILDEP using a U.S.

carrier whenever possible. Issue excess government baggage authorization ticket (GBAT) if needed. See page 3-9 for guidance.

k. Determine if the student's government has authorized him to buy/drive a car in the U.S. If they have, put it on the ITO.

l. Determine if the student will be authorized leave upon completion of training. Annotate it on the ITO.

m. Ensure the student has proper uniforms (number and kind) for training as prescribed by the MILDEP.

n. Prepare student biographic information (DD Form 2339). It is available in TMS!

o. Receive authority from MILDEP to issue ITO (by message or email) and issue the ITO.

p. Send an arrival message to the school at least 15 days prior to school report date. Advise the school of any special requirements the student may have.

q. Conduct an oral pre-departure briefing. Give the student a written copy of the briefing, preferably in his language and English. We have placed two real pre-departure briefings in the SAN Training Library for you to download to make your own pre-departure briefings for use in your country.

r. Make sure the student actually departs for the U.S.

### **3. COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) STUDENT PROCESSING.**

CTFP student processing is almost the same as for IMET & FMS training. The single difference is that whereas the country team may approve IMET and FMS students locally via normal vetting, the CTFP requires that each student be approved by HQ USEUCOM and by OSD-SO/LIC before training may be implemented. See pages 3-26 through 3-29 for current program implementation guidance and for an example student nomination package that has to be submitted on each CTFP candidate.

### **4. ISSUING THE INVITATIONAL TRAVEL ORDER (ITO): DD Form 2285**

a. ITOs are required for all students receiving training in the U.S. As explained in Chapter Two, this DD form has been superseded by the letter format ITO created by TMS. We urge you to use TMS to create your ITOs.

b. The MILDEPs will send you a separate message providing authority to issue an ITO for each WCN (via email or message). If you have not received ITO authority 30 days prior to the student's departure ask the MILDEP (SATFA, NETSAFA, or AFSAT) for authority to issue the ITO.

c. Each military department provides its fund cite or fiscal data and authority to proceed differently. This frequently causes confusion. The differences among the MILDEPs are explained on the next three pages.

\*\*\*\*\* U.S. ARMY ITO AUTHORIZATION \*\*\*\*\*

SATFA sends a separate message each time you are authorized to obligate funds. SATFA provides a fund cite "shell" and additional data to complete the shell. Each course requires a separate fund cite; e.g. a WCN containing an "L", "A" and "B" line would require three fund cites. SATFA sends a separate message each time it authorizes training. This message was the authority for the SAO in Bulgaria to issue the ITO for FY03 WCN listed.

```

PTTUZYUW RUERAIX2293 1131752-UUUU--RUFGNOA.
ZNR UUUUU
P 222038Z APR 03
FM DIR SATFA FT MONROE VA//ATFA-PFM//
TO RUEHSF/USDAO SOFIA BU
INFO RUFGNOA/USCINCEUR VAIHINGEN GE//ECJ4-SA//
BT
UNCLAS
SUBJECT  FY 2003 IMET FUNDING BU-04

A.  MSG SATFA ATFA-PM 101337Z OCT 02
    1.  FUND CITE EXAMPLE:
          CC          GEN          DOC NO=CC+BI+FY+WCN
APC
21-1121081.0      BU1 57-1888 0--- 21T1/21T2  BU-----
----
          AMOUNT
          S44210  -----
PAGE 02 RUERAIX2293 UNCLAS
    2.  YOU ARE AUTHORIZED TO ISSUE/RESCIND INVITATIONAL
TRAVEL ORDERS (ITO) IAW REF FOR THE FOLLOWING TRAINING:

      GEN      RCN      WCN      APC      AMOUNT      ACTION
      N1G      KBU1     1204Q     TAKW      1,486.00      ISSUE
      N1G      KBU1     1206Q     TATX      1,486.00      ISSUE
      N1G      KBU1     1210Q     TAIH      1,486.00      ISSUE
      N1G      KBU1     1212Q     TATY      1,486.00      ISSUE
      N1G      KBU1     1300Q     TAUH      2,200.00      ISSUE
      N1G      KBU1     2200Q     TBSJ     11,527.00      ISSUE
      N1G      KBU1     2201Q     TATZ      1,486.00      ISSUE
PAGE 03 RUERAIX2293 UNCLAS
    3.  ANY CHANGES TO ABOVE PROGRAM LINES MUST BE SUBMITTED TO SATFA.
    4.  POC IS RUTH FIELDS, DSN 680/COMM (757)
788-3822/2307.

```

The fund cite shell is in para 1 and the necessary data to complete the shell is in para 2. The actual fund cite for WCN 1204Q for Bulgaria would look like this:

**TAKW 21-1121081.0 BU1 57-1888 0 N1G 21T1/21T2 BUB031204Q S44210 \$1486.00**

\*\*\*\*\* MARITIME FORCES ITO AUTHORIZATION \*\*\*\*\*

NETSAFA sends a message similar to SATFA each time they authorize you to publish an ITO. However, NETSAFA sends the entire fund cite and you do not have to fill in any blank spaces. In addition, you only use one fund cite for all courses in a WCN sequence. An actual ITO authorization message for Ghana in FY03 follows:

```
RAAUZYUW RUFTMFA5900 2702025-UUUU--RUFGCIN.
ZNR UUUUU ZUI RUFTMCB3002 2702023
R 272022Z AUG 03
FM NETSAFA PENSACOLA FL
TO ZEN/AMEMBASSY ACCRA
INFO RUFGCIN/USCINCEUR VAIHINGEN GE//ECJ4-IDS//
ZEN/NETSAFA PENSACOLA FL
BT
UNCLAS
QQQQ
SUBJ: FY2003 IMET FUNDING GHANA GH-020926
UNCLAS
MSGID/GENADMIN/NETSAFA/-/SEP//

SUBJ/FY2003 IMET FUNDING GHANA GH-020926//

POC/IMET COORDINATOR/N-324/-/-/TEL:DSN 922-2900EXT32929
/TEL:850-452-2900EXT32929//

RMKS/1. FOLLOWING WCN HAS BEEN FUNDED AND AUTH GRANTED TO ISSUE
ITO. PROGRAMMED LINE CONSIDERED ACCEPTED UNLESS NETSAFA IS
OTHERWISE NOTIFIED.
WCN          MASL      TOT AMT
6010          P122066   $9,713
USE FOL ACCTG LINE AND STANDARD DOCUMENT NUMBER (SDN) ON

PAGE 02 RUFTMFA5900 UNCLAS

STUDENT'S ITO.
ACRN  APPN/SH      OBJ CL  BCN/SA  AAA    TT    PAA      COST CODE
AA  17-1121081.1221 000    51220/0 068566  2D   GH6010  688702GH2TLQ
SDN:  N6887002MDGH2TL

2. ALSO PLS PROVIDE ACTUAL TICKET COST IN ITO BLOCK 12.G.5 OF
DD FORM 2285 DTD JUL 95 OR BLOCK 11.G OF COMPUTER GENERATED
FORM 2285 DTD MAR 97. INDICATE IF TICKET IS ONE-WAY OR ROUND
TRIP.//
```

AFSAT has started sending emails to each SAO at the beginning of the fiscal year with a fund cite to be used by the country for all USAF sponsored training. Subsequent to this email providing the fund cite for the year AFSAT will send an ITO authorization email for each WCN. The email shown below is the fund cite given to Senegal for USAF training in FY02.



- a. **Adding/changing/deleting training to/from the STL.** First, check the MILDEP web site or training guide (Army Green Book, USAF Training Guide, or Navy Programming Guide) for course descriptions, training location, and other pertinent information. If that doesn't help and you still have a question call us and we'll help. Once you've "got your ducks in a row" send a message/e-mail/fax, or call SATFA, NETSAFA, AFSAT, TECOM (USMC), or Coast Guard and tell them what you want done.

3-7



(2). Program changes: Same procedure; tell the MILDEP (message/E-Mail/fax/phone call) what fiscal year IMET program or FMS case is affected, the WCN you want to change and what data you want to change.

(3). Program deletion: Same procedures as above, except you're deleting training from the STL.

(4). **FOR IMET ONLY:** Any time you make a change to the STL, especially if it's an addition, make sure you have the money to support the change. You may have to revise priority codes of other training if there's not enough funding remaining in your program.

b. **IMET Priority Codes.** There are three priority codes associated with IMET; they are Priority Code A, Priority Code B (for use during End of Year funds reallocation process/period only) and Priority Code D.

(1). **Priority "A"** represents 100% of the IMET program at the budget request (Congressional Budget Justification or CBJ) level and is used for training scheduled to occur in the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> or 4<sup>th</sup> quarters.

(2). **Priority "B"** is used **ONLY** to indicate the training the SAO wants funded by End of Year funds. SAOs may NOT use priority B at the beginning of a fiscal year. The first time it can be used in a fiscal year is at the TPMR in May 2004 and for the remainder of the fiscal year, and **ONLY** for "End of Year" training.

(3). **Priority "D"** represents valid training requirements that exceed the CBJ (normally 15-20% above the CBJ) and is used for training in the late 4<sup>th</sup> or entire 5<sup>th</sup> quarter. Normally, any Priority "D" training will not be funded, nor will a classroom quota be assigned, until **YOU** tell the MILDEP to change Priority D to Priority A.

(4). Once initial IMET allocations are announced and if your program funding level is different than the CBJ, you should revise your program and use Priority "A" to reflect 100% of the approved IMET funding level. Priority "D" is still for valid training requirements that exceed the actual IMET allocation.

c. **The WCN.** The Worksheet Control Number (WCN) is the key data element that identifies an International Military Student. WCNs are standard for all IMET programs. However, the standardized WCN system does not apply to FMS training. The standardized system, in brief, follows:

<u>WCN SERIES</u>	<u>TRAINING CATEGORY</u>	<u>TRAINING EXAMPLE</u>
0001-0999	CONUS Medical OCONUS Medical -- if applicable Orientation Tours (OT) Mobile Training Teams (MTT) or Language Training Detachments (LTD) English Language equipment/materials	
1000-1999	Professional Military Education (PME)	War College, Command and Staff Colleges, etc
2000-2999	Management (MGT)	International Defense Management Course (IDMC)
3000-3999	Post Graduate School (PGS)	Resource Management Master Degree Program at the Defense Resource Management Institute
4000-4999	High Cost Flight (UPT/FLT)	Basic Undergraduate Pilot and Navigator Training
5000-5999	Other Flight Training (FLT)	Other flight training with a course cost less than \$30,000
6000-6999	Technical Training (TECH)	Most officer skill courses and all enlisted courses
7000-8999	NOT USED	
9000-9999	Training Conducted outside the U.S. (OCONUS)	All training conducted by U.S. European Command components: Army (USAREUR), Navy, (USNAVEUR), and Air Force (USAFE)

d. **Travel and Living Allowance (TLA).** The IMET program will pay transoceanic air fare (U.S. FLAG CARRIER), CONUS air fare, authorized excess baggage charges, and a per diem (living allowance) for international students. This TLA will be computed for you by the MILDEPs in FY04 based upon cost factors you

submitted in your FY04/05 Two-Year Training Plan. IMET TLA is intended to supplement normal pay and allowances the country provides its personnel. Effective FY04 **The IMET living allowance will be the same as the per diem rates paid to U.S. military personnel in a TDY/TAD status.**

e. **See the DSCA message at page 3-20 that establishes new living allowance rates effective 1 Oct 03.**

f. **IMET Baggage Allowances:**

- Two pieces, not to exceed 70 pounds each, for training less than 22 weeks duration.
- Three pieces, not to exceed 70 pounds each for training of 22 to 39 weeks
- Four pieces, not to exceed 70 pounds each, for training 40 weeks or longer.
- Students with accompanying dependents who are attending PME or postgraduate courses shown above, or flight training are authorized one additional piece of baggage.

g. **IMET Fiscal Quarters:** There are five quarters in each fiscal year IMET program. Quarters one through four (1-4) are standard fiscal quarters. The fifth (5th) quarter is nothing more than built-in IMET system flexibility that allows you to use previous year IMET funds to pay for CONUS training that starts in the first quarter of the current fiscal year. In other words, you can use FY04 IMET funds to pay for training that starts between 1 Oct - 31 Dec 04. There are two constraints: money must be obligated by 30 September 2004 and students must report to CONUS training by 31 December 2004.

## BUDGET YEAR (FY05) AND PLAN YEAR (FY06) PROGRAMS

1. **THE FY05/06 PLANNING PROCESS HAS ALREADY BEGUN!** SATFA, NETSAFA, and AFSAT are already asking you to update FY05 and FY06 STL data so they can determine worldwide training requirements. They will ask you to update your planning information continuously until shortly before the HQ USEUCOM hosted Training Program Management Review (TPMR) which will be conducted 3 – 7 May 2004.

2. The "**Combined Education & Training Program Plan**" is the only major report you must submit in conjunction with program planning. See chapter 6 for detailed information on how to prepare this report. The **Combined Education & Training Program Plan** concentrates on capabilities, planning, and program development. The **Combined Education & Training Program Plan** is a rolling document updated annually in preparation for the EUCOM TPMR.

a. You are required to submit a **Combined Education & Training Program Plan** that covers the Budget Year (2005) and Plan Year (2006) Security Assistance Training Program (SATP) for the host nation. This plan is required to be submitted in conjunction with each Unified Command's annual Security Assistance Training Program Management Review (TPMR).

b. The **Combined Education & Training Program Plan** for EUCOM countries will be due 26 March 2003.

## CURRENT PROGRAM GUIDANCE AND EXAMPLES

- |  |           |
|--|-----------|
| 1. Student Screening and Vetting: State Department Message DTG 061820Z Feb 03              | Page 3-10 |
| 2. ODC Russia Vetting Process and Student Checklist  | Page 3-15 |
| 3. ODC Nigeria Student Processing Checklist  | Page 3-18 |
| 4. ODC Macedonia Security Screening Process Checklist                                      | Page 3-19 |
| 5. New Travel & Living Allowance Policy: DSCA Message 141441Z Apr 03                       | Page 3-20 |
| 6. Student And Family Member Medical Policy: DSCA Message 211831Z Nov 02                   | Page 3-23 |
| 7. Counterterrorism Fellowship Program Implementation Guidance: DSCA Message 251853Z Mar03 | Page 3-26 |
| 8. Counterterrorism Fellowship Program Candidate Nomination Form                           | Page 3-28 |

## **STUDENT SCREENING AND VETTING GUIDANCE**

DTG: 061820Z FEB 03  
To: ALL DIPLOMATIC AND CONSULAR POSTS - PRIORITY  
From: SECSTATE WASHDC (STATE 34981 - PRIORITY)

Subject. REVISED GUIDANCE REGARDING LEAHY AMENDMENTS AND U.S. FOREIGN ASSISTANCE

Ref (A) 99 STATE 103806, (B) 99 STATE 085337

1. THIS TASKER HAS BEEN CLEARED BY HR/RMA/CSEP FOR SEP POSTS. THIS IS AN ACTION CABLE - SEE PARAGRAPHS 8-13 FOR DETAILS.  
SUMMARY.

2. (A) THIS CABLE REPRESENTS A REVISION OF PREVIOUS GUIDANCE (REFS A AND B) CONCERNING IMPLEMENTATION OF STATE AND DEFENSE STATUTORY PROVISIONS RELATED TO PROVIDING U.S. FUNDS TO, AND TRAINING OF, UNITS OF FOREIGN SECURITY FORCES (THE "LEAHY AMENDMENTS").  
(B) THIS ACTION CABLE DOES NOT GRANT A "CLEAN SLATE" TO UNITS IN CASES WHERE IT HAS PREVIOUSLY BEEN CONCLUDED THAT THERE IS CREDIBLE EVIDENCE THAT UNITS HAVE COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, OR A CLEAN SLATE FOR PREVIOUS ACTIONS BY UNITS FOR WHICH A DETERMINATION HAS NOT YET BEEN MADE. ANY UNIT THAT THE DEPARTMENT HAS ALREADY IDENTIFIED AS INELIGIBLE, SHALL REMAIN INELIGIBLE FOR FOAA-FUNDED ASSISTANCE OR DOD FUNDED TRAINING UNTIL FURTHER DECISION. INFORMATION THAT COULD BE DEEMED CREDIBLE EVIDENCE OF A GROSS VIOLATION OF HUMAN RIGHTS BY A SECURITY FORCE UNIT, REGARDLESS OF THE PASSAGE OF TIME, WILL BE REPORTED BY POST AND WILL BE ADDRESSED IN ACCORDANCE WITH THE INSTRUCTIONS PROVIDED IN THIS ACTION CABLE.  
(C) THE MOST RECENT VERSION OF THE "STATE LEAHY AMENDMENT," SECTION 556 OF THE FY 2002 FOREIGN OPERATIONS, EXPORT FINANCING, AND RELATED PROGRAMS APPROPRIATIONS ACT (FOAA), PROVIDES THAT NONE OF THE FUNDS MADE AVAILABLE BY THAT ACT MAY BE PROVIDED TO ANY UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES IF THE SECRETARY OF STATE HAS CREDIBLE EVIDENCE THAT SUCH UNIT HAS COMMITTED GROSS HUMAN RIGHTS VIOLATIONS, UNLESS CERTAIN CONDITIONS HAVE BEEN MET. THE MOST RECENT VERSION OF THE "DOD LEAHY AMENDMENT," SECTION 8080 OF THE FY 2003 DOD APPROPRIATIONS ACT, CONTAINS A SIMILAR PROVISION REGARDING DOD-FUNDED TRAINING PROGRAMS.  
(D) PARAGRAPHS 8-13 PROVIDE REVISED GUIDANCE ON IMPLEMENTING THESE TWO PROVISIONS. IN IMPLEMENTING THE LAN, THIS ACTION CABLE REQUIRES POSTS TO REPORT TO THE DEPARTMENT OF STATE ANY INFORMATION THAT COULD REASONABLY BE DEEMED TO BE CREDIBLE INFORMATION OF A GROSS VIOLATION OF HUMAN RIGHTS BY HOST NATION SECURITY FORCES RECEIVING OR SLATED TO RECEIVE FOAA-FUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING. REPORTS OF INCIDENTS WILL NOT RESULT IN AUTOMATIC TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING, BUT WILL TRIGGER A DEPARTMENTAL REVIEW THAT COULD RESULT IN A RECOMMENDATION TO TERMINATE FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING. IF THE DEPARTMENT DETERMINES THAT THESE REPORTS CONSTITUTE CREDIBLE EVIDENCE OF GROSS VIOLATIONS OF HUMAN RIGHTS BY A UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES AND THAT CERTAIN CONDITIONS HAVE NOT BEEN MET, DEPARTMENT WILL GENERALLY ADVISE POST TO DELIVER A DEMARCHN TO THE HOST GOVERNMENT NOTIFYING IT OF THE INCIDENT(S), IDENTIFYING THE UNIT(S) INVOLVED, AND ADVISING THE HOST GOVERNMENT OF RESTRICTIONS ON DOD-FUNDED TRAINING OR FOAA-FUNDED ASSISTANCE FOR THOSE UNITS BACKGROUND.

3. THE FIRST FORM OF THE STATE LEAHY AMENDMENT APPEARED IN THE FY 1997 FOAA. AT THAT TIME IT APPLIED ONLY TO INTERNATIONAL NARCOTICS CONTROL (INC) FUNDING. BEGINNING IN FY 1998 A SIMILAR PROVISION WAS ENACTED WHICH AFFECTED ALL FUNDS APPROPRIATED UNDER THE FOAA - NOT JUST COUNTERNARCOTICS FUNDS - AND SINCE THAT TIME VERSIONS OF THE PROVISION HAVE BEEN INCLUDED ANNUALLY.

4. STATE LEAHY PROVISION: THE CURRENT VERSION OF THE STATE LEAHY AMENDMENT, SECTION 556 OF THE FY 2002 FOAA, READS AS FOLLOWS: BEGIN TEXT: NONE OF THE FUNDS MADE AVAILABLE BY THIS ACT MAY BE PROVIDED TO ANY UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY IF THE SECRETARY OF STATE HAS CREDIBLE EVIDENCE THAT SUCH UNIT HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, UNLESS THE SECRETARY DETERMINES AND REPORTS TO THE COMMITTEES ON APPROPRIATIONS THAT THE GOVERNMENT OF SUCH COUNTRY IS TAKING EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS OF THE SECURITY FORCES UNIT TO JUSTICE: PROVIDED, THAT NOTHING IN THIS SECTION SHALL BE CONSTRUED TO WITHHOLD FUNDS MADE AVAILABLE BY THIS ACT. FROM ANY UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY NOT CREDIBLY ALLEGED TO BE INVOLVED IN GROSS VIOLATIONS OF HUMAN RIGHTS: PROVIDED FURTHER, THAT IN THE EVENT THAT FUNDS ARE WITHHELD FROM ANY UNIT PURSUANT TO THIS SECTION, THE SECRETARY OF STATE SHALL PROMPTLY INFORM THE FOREIGN GOVERNMENT OF THE BASIS FOR SUCH ACTION AND SHALL, TO THE MAXIMUM EXTENT PRACTICABLE, ASSIST THE FOREIGN GOVERNMENT IN TAKING EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS OF THE SECURITY FORCES TO JUSTICE. END TEXT.

5. THE FIRST FORM OF THE DOD LEAHY PROVISION APPEARED IN SECTION 8130 OF THE FY 1999 DEFENSE APPROPRIATIONS ACT WHICH PROHIBITED DOD-FUNDED TRAINING PROGRAMS INVOLVING A UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES "IF THE SECRETARY OF DEFENSE HAS RECEIVED CREDIBLE INFORMATION FROM THE DEPARTMENT OF STATE THAT A MEMBER OF SUCH UNIT HAS COMMITTED A GROSS VIOLATION OF HUMAN RIGHTS..." UNLESS CERTAIN CONDITIONS HAVE BEEN MET. BEGINNING IN THE FY 2000 DOD APPROPRIATIONS ACT, HOWEVER, THE CLAUSE "A MEMBER OF SUCH UNIT" WAS DELETED. SINCE FY 2000, THE DOD LEAHY PROVISION, LIKE THE STATE LEAHY PROVISION, HAS REFERRED TO CREDIBLE INFORMATION ABOUT SECURITY FORCE UNITS, RATHER THAN MEMBERS OF SUCH UNITS.

6. DOD LEAHY PROVISION: THE CURRENT VERSION OF THE DOD LEAHY AMENDMENT, SECTION 8080 OF THE FY 2003 DOD APPROPRIATIONS ACT, READS AS FOLLOWS:  
BEGIN TEXT:  
(A) PROHIBITION - NONE OF THE FUNDS MADE AVAILABLE BY THIS ACT MAY BE USED TO SUPPORT ANY TRAINING PROGRAM INVOLVING A UNIT OF THE SECURITY FORCES OF A FOREIGN COUNTRY IF THE SECRETARY OF DEFENSE HAS RECEIVED CREDIBLE INFORMATION FROM THE DEPARTMENT OF STATE THAT THE UNIT HAS COMMITTED A GROSS VIOLATION OF HUMAN RIGHTS, UNLESS ALL NECESSARY CORRECTIVE STEPS HAVE BEEN

TAKEN.

(B) MONITORING - THE SECRETARY OF DEFENSE, IN CONSULTATION WITH THE SECRETARY OF STATE, SHALL ENSURE THAT PRIOR TO A DECISION TO CONDUCT ANY TRAINING PROGRAM REFERRED TO IN SUBSECTION (A), FULL CONSIDERATION IS GIVEN TO ALL CREDIBLE INFORMATION AVAILABLE TO THE DEPARTMENT OF STATE RELATING TO HUMAN RIGHTS VIOLATIONS BY FOREIGN SECURITY FORCES.

(C) WAIVER - THE SECRETARY OF DEFENSE, AFTER CONSULTATION WITH THE SECRETARY OF STATE, MAY WAIVE THE PROHIBITION IN SUBSECTION (A) IF HE DETERMINES THAT SUCH WAIVER IS REQUIRED BY EXTRAORDINARY CIRCUMSTANCES.

(D) REPORT - NOT MORE THAN 15 DAYS AFTER THE EXERCISE OF ANY WAIVER UNDER SUBSECTION (C), THE SECRETARY OF DEFENSE SHALL SUBMIT A REPORT TO THE CONGRESSIONAL DEFENSE COMMITTEES DESCRIBING THE EXTRAORDINARY CIRCUMSTANCES, THE PURPOSE AND DURATION OF THE TRAINING PROGRAM, THE UNITED STATES FORCES AND THE FOREIGN SECURITY FORCES INVOLVED IN THE TRAINING PROGRAM, AND THE INFORMATION RELATING TO HUMAN RIGHTS VIOLATIONS THAT NECESSITATES THE WAIVER. END TEXT.

7. THE STATE DEPARTMENT LEAHY PROVISION APPLIES TO ALL ASSISTANCE PROGRAMS FUNDED BY THE ANNUAL FOAA. PROGRAMS FUNDED BY FOREIGN MILITARY FINANCING (FMF) GRANTS AND LOANS, INTERNATIONAL NARCOTICS CONTROL AND LAW ENFORCEMENT (INCLE) FUNDS, INTERNATIONAL MILITARY EDUCATION AND TRAINING (IMET) FUNDS AND PEACEKEEPING OPERATIONS (PKO) FUNDS AND CERTAIN NONPROLIFERATION, ANTI-TERRORISM, DEMINING AND RELATED PROGRAMS (NADR) FUNDS - E.G., ANTI-TERRORISM ASSISTANCE ARE OFTEN ORIENTED TO SECURITY FORCES. OTHER ASSISTANCE PROGRAMS FUNDED, B.G., BY ECONOMIC SUPPORT FUNDS (ESP), FREEDOM SUPPORT ACT (FSA) FUNDS, ASSISTANCE FOR EASTERN EUROPE AND THE BALTIC STATES (ABE AKA SEED) FUNDS, AND DEVELOPMENT ASSISTANCE (DA) FUNDS AND CERTAIN PROGRAMS FUNDED BY THE NADR ACCOUNT (E.G., DEMINING ASSISTANCE) TYPICALLY DO NOT INVOLVE SECURITY FORCES, ALTHOUGH CERTAIN COUNTRIES' SECURITY FORCES MAY RECEIVE THESE TYPES OF ASSISTANCE. ASSISTANCE PROGRAMS TAKE A WIDE ARRAY OF FORMS, INCLUDING: PROVISION OF COMMODITIES, EQUIPMENT, OR OTHER GOODS; TRAINING AND EDUCATION PROGRAMS FOR GROUPS AND INDIVIDUALS; SUPPORT SERVICES, SUCH AS TRANSPORTATION, LOGISTICS, MAINTENANCE OF EQUIPMENT, AND CONFERENCE ATTENDANCE OR SUPPORT; GRANTS OR LOANS TO PROCURE GOODS AND SERVICES IN SUPPORT OF SECURITY FORCES; AND CASH TRANSFERS OF FUNDS. THE STATE LEAHY AMENDMENT APPLIES TO THESE AND ALL OTHER FORMS OF ASSISTANCE USING FOAA-APPROPRIATED FUNDS IN ALL COUNTRIES TO WHICH THE U.S. PROVIDES SUCH ASSISTANCE. (NOTE: THE EXPORT-IMPORT BANK (EX-IM) HAS ADVISED THE DEPARTMENT THAT IT TAKES THE POSITION THAT IN THE CASE OF PURCHASES BY SECURITY FORCES, THE LEAHY AMENDMENT APPLIES TO ITS LOAN AND GUARANTEE PROGRAMS. ACCORDINGLY, HOST COUNTRY PROGRAMS THAT WILL BENEFIT FROM OR RECEIVE EX-IM SUPPORT SHOULD BE EVALUATED IN THE SAME MANNER AS THE FOAA-FUNDED PROGRAMS DESCRIBED IN THIS CABLE IF THEY INVOLVE PROVISION OF SUPPORT TO SECURITY FORCES.)

8. THE DOD LEAHY PROVISION APPLIES TO USE OF FUNDS MADE AVAILABLE UNDER THE ANNUAL DOD APPROPRIATIONS ACTS. EXAMPLES OF TRAINING PROGRAMS FUNDED WITH DOD FUNDS ARE LISTED IN PARA 19.

9. PRIOR-YEAR ASSISTANCE: POSTS SHOULD FOLLOW PROCEDURES DETAILED HEREIN WITH REGARD TO USE OF ANY PREVIOUS YEARS' FOAA FUNDS OR ANY TRAINING USING PRIOR YEARS' DOD FUNDS THAT MAY BE PROVIDED TO HOST NATION SECURITY FORCES.

10. THE RESTRICTIONS OF THE FOAA AND THE DEFENSE APPROPRIATIONS ACT VERSIONS OF THE LEAHY AMENDMENT ARE SIMILAR. AFTER CAREFUL REVIEW WITHIN THE DEPARTMENT OF STATE AND DEPARTMENT OF DEFENSE, THIS CABLE: (A) SETS FORTH A PROCESS FOR IMPLEMENTING BOTH THE STATE AND DOD LEAHY AMENDMENTS; AND (B) ESTABLISHES A STRONGER RELATIONSHIP BETWEEN U.S. ASSISTANCE AND OBSERVANCE BY RECIPIENT NATION SECURITY FORCES OF INTERNATIONALLY ACCEPTED HUMAN RIGHTS STANDARDS.

11. AS POSTS REVIEW AND IMPLEMENT GUIDANCE DETAILED BELOW, THEY SHOULD KEEP IN MIND TWO OVERRIDING POLICY CONCERNS:

(A) U.S. ASSISTANCE PROVIDED UNDER THE FOAA - WHETHER IN THE FORM OF FUNDS, OTHER ASSISTANCE, OR TRAINING - SHOULD NOT BE PROVIDED TO UNITS OF FOREIGN SECURITY FORCES THAT HAVE ENGAGED IN GROSS VIOLATIONS OF HUMAN RIGHTS, AND DOD FUNDING SHOULD NOT BE PROVIDED FOR TRAINING INVOLVING SUCH UNITS; AND

(B) THE UNITED STATES SHOULD SEEK WAYS TO LEVERAGE ITS ASSISTANCE AND TRAINING TO ENCOURAGE HOST NATION GOVERNMENTS TO PREVENT SUCH VIOLATIONS AND TO HOLD PERSONS CREDIBLY BELIEVED TO BE RESPONSIBLE FOR SUCH VIOLATIONS ACCOUNTABLE FOR THEIR ACTIONS, INCLUDING BY BRINGING SUCH PERSONS TO JUSTICE. POSTS SHOULD ALSO NOTE THAT DOD DOES EXECUTE OR IS INVOLVED IN MANY OF THE FOAA SPONSORED PROGRAMS TO WHICH THE STATE LEAHY PROVISION APPLIES (N.G., CERTAIN PROGRAMS FUNDED WITH FMF, IMET, INC, PKO, OR NADR FUNDS). COUNTRY TEAM WILL NEED TO COORDINATE ACCORDINGLY TO ENSURE THAT THE CORRECT STATUTORY PROVISION (EITHER SECTION SS6 OR SECTION 8080) IS APPLIED IN ANY RELEVANT INSTANCES IN WHICH THE DEPARTMENT HAS CREDIBLE INFORMATION OF GROSS VIOLATIONS OF HUMAN RIGHTS BY ANY UNIT OF A FOREIGN COUNTRY'S SECURITY FORCES. THE LEAHY AMENDMENTS DO NOT/NOT APPLY EITHER TO FMS SALES, OR TO ISSUANCE OF LICENSES FOR COMMERCIAL MUNITIONS EXPORTS, WHEN THESE ARE NOT FUNDED BY U.S. SECURITY ASSISTANCE.

ACTION. INCIDENT-RELATED REPORTING REQUIREMENTS.

12. POSTS IN COUNTRIES THAT RECEIVE FOAA-FUNDED ASSISTANCE OR IN COUNTRIES WHERE UNITS OF FOREIGN SECURITY FORCES ARE INVOLVED IN DOD TRAINING ARE REQUIRED TO HAVE PROCEDURES IN PLACE TO IMPLEMENT THE LEAHY AMENDMENTS. DEPARTMENT PROVIDED GUIDANCE FOR IMPLEMENTING THE LEAHY AMENDMENTS IN 1998 AND 1999. THE INSTRUCTIONS CONTAINED IN THIS CABLE REPLACE THIS PREVIOUS GUIDANCE. POSTS SHOULD REVIEW THEIR PROCEDURES AND ENSURE THEY ARE CONSISTENT WITH CURRENT REQUIREMENTS, AS SET FORTH BELOW.

13. ANY TIME THROUGHOUT THE YEAR THAT A POST BECOMES AWARE OF ANY INFORMATION REGARDING INCIDENTS WHICH REASONABLY COULD BE DEEMED TO BE CREDIBLE INFORMATION OF A GROSS VIOLATION OF HUMAN RIGHTS BY ANY UNIT OF THE HOST NATION'S SECURITY FORCES RECEIVING OR PROPOSED TO RECEIVE FOAA-FUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING, AND REGARDLESS OF THE SOURCE OF SUCH INFORMATION (N.G., STATE, DOD, DAOS/SAGS, OTHER POSTS, LAGOS, MEDIA REPORTS, ETC.), POST SHOULD SO INFORM THE DEPARTMENT BY CABLE. POST SHOULD DRAW ON THE EXPERTISE OF DADS/SAGS IN REPORTING SUCH INFORMATION. POST SHOULD, TO THE EXTENT PRACTICABLE, IDENTIFY THE UNIT THAT HAS ALLEGEDLY COMMITTED THE VIOLATION OF HUMAN RIGHTS AND INCLUDE POST'S VIEW AS TO WHETHER THE VIOLATION OF

HUMAN RIGHTS RISES TO THE LEVEL OF BEING A GROSS VIOLATION AND WHETHER IT BELIEVES THE INFORMATION IS CREDIBLE. CABLES SHOULD BE SLUGGED ACTION FOR TUB APPROPRIATE REGIONAL BUREAU, WITH PM, DRL, H, INR, L, INL, AND OTHER STATE AND DEFENSE DEPARTMENT BUREAUS AND OTHER U.S. AGENCIES, AS APPROPRIATE, SLUGGED FOR INFO. REPORTS OF INCIDENTS WHICH COULD BE DEEMED GROSS VIOLATIONS WILL NOT RESULT IN AUTOMATIC TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING, BUT WILL TRIGGER A REVIEW BY REGIONAL BUREAUS, PM, DRL AND OTHERS, AS APPROPRIATE, WHICH COULD RESULT IN A RECOMMENDATION TO TERMINATE FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING.

14. REGIONAL BUREAUS ARE RESPONSIBLE FOR COORDINATING THE DEPARTMENT'S RESPONSE TO REPORTS OF INCIDENTS UNDER PARAGRAPH 13. IN CASES WHERE THE DEPARTMENT, AFTER CONSIDERING THE POSITIONS OF THE REGIONAL BUREAUS, DRL, PM AND OTHER RELEVANT BUREAUS, DETERMINES THERE IS A NEED FOR FURTHER REVIEW, THE REGIONAL BUREAU WILL SO ADVISE POST AND WILL MOVE TO RESOLVE QUESTIONS OR CONCERNS ON A CASE BY-CASE BASIS AND, AS APPROPRIATE, WITH DOD OR OTHER RELEVANT AGENCIES.

15. IF ANY CONCERNED BUREAU BELIEVES THERE IS IN FACT CREDIBLE EVIDENCE THAT A SPECIFIC UNIT OR UNITS RECEIVING FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING HAS COMMITTED A GROSS VIOLATION OR GROSS VIOLATIONS OF HUMAN RIGHTS, A MEMORANDUM SHALL BE PREPARED FOR DECISION BY THE SECRETARY. IN ANY CASE WHERE THE SECRETARY DETERMINES THAT THERE IS CREDIBLE EVIDENCE OF SUCH VIOLATION OR VIOLATIONS OF HUMAN RIGHTS BY ANY UNIT OR UNITS OF A FOREIGN COUNTRY'S SECURITY FORCES RECEIVING FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING, THE REGIONAL BUREAU WILL GENERALLY ADVISE 'POST TO DELIVER A DEMARCHE TO THE HOST GOVERNMENT NOTIFYING IT OF THE INCIDENT(S), IDENTIFYING THE UNIT(S) INVOLVED, AND (WHERE APPLICABLE) ADVISING THE HOST GOVERNMENT OF ANY RESTRICTIONS ON DOD-FUNDED TRAINING OR FOAA-FUNDED ASSISTANCE THAT WILL APPLY WITH RESPECT TO SUCH UNIT(S). IN SUCH CASES, DEPARTMENT MAY TAKE SUCH ACTIONS AS: REQUIRING ADDITIONAL CONDITIONS IN FUTURE AGREEMENTS UNDER WHICH ASSISTANCE IS PROVIDED (INCLUDING, B.G., REVISING LOAS TO INCLUDE LANGUAGE REQUIRING RECIPIENT GOVERNMENTS NOT TO TRANSFER FMF-ORIGIN DEFENSE ITEMS TO OFFENDING UNITS); NOTIFYING CONGRESS OF THE COUNTRY'S FAILURE TO TAKE CORRECTIVE ACTION; OR EVEN TERMINATING SECURITY ASSISTANCE TO THE COUNTRY. PLEASE NOTE THAT NOTHING IN THESE PROCEDURES OR THIS ACTION CABLE SUPERCEDES THE PROCESS FOR CASE-BY-CASE APPROVAL AND VETTING AS PERFORMED BY REGIONAL BUREAUS, DRL, PM AND OTHER RELEVANT BUREAUS WITH INR'S SUPPORT WHEN DOD IS VETTING UNITS OR INDIVIDUALS FOR TRAINING.

16. DEPENDING ON CIRCUMSTANCES, DEPARTMENT MAY DIRECT POSTS TO DEMARCHE HOST GOVERNMENTS EVEN IN CASES WHERE EVIDENCE IS NOT DEEMED SUFFICIENT TO SUPPORT A TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING BUT WHERE THE CAUSE OF HUMAN RIGHTS COULD BE ADVANCED. FOR EXAMPLE, POST MIGHT BE ADVISED TO REMIND THE COUNTRY IN QUESTION OF THE REQUIREMENTS OF THE RELEVANT LEAHY AMENDMENT AND THE FACT THAT LEAHY VIOLATIONS MAY RESULT IN THE TERMINATION OF FOAA-FUNDED ASSISTANCE OR DOD-FUNDED TRAINING.

#### APPORTIONMENT AND FUNDING REQUEST REQUIREMENTS.

17. BUREAUS SHALL INCLUDE IN ALL REQUESTS FOR PROGRAM FUNDS (B.G., VIA ALLOCATION MEMORANDA OR APPORTIONMENT REQUESTS) WITH RESPECT TO ESF, FMF, PKO, IMBT, NADR AND ALL OTHER FOA FAUNDED ASSISTANCE TO BE PROVIDED TO SECURITY FORCES OF A FOREIGN COUNTRY, A STATEMENT INDICATING THAT THE APPROPRIATE REGIONAL BUREAU IS NOT AWARE OF CREDIBLE EVIDENCE OF GROSS VIOLATIONS OF HUMAN RIGHTS BY ANY SECURITY FORCE UNITS RECEIVING ASSISTANCE IN THE PARTICULAR COUNTRY OR COUNTRIES TO WHICH THE ASSISTANCE WOULD BE PROVIDED. FOR COUNTRIES WHERE THE DEPARTMENT HAS DETERMINED THAT CREDIBLE EVIDENCE EXISTS THAT SUCH UNIT RECEIVING OR PROJECTED TO RECEIVE ASSISTANCE HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS, REGIONAL BUREAU SHALL INCLUDE IN ITS REQUEST WHAT EFFECTIVE MEASURES THAT COUNTRY IS TAKING TO BRING RESPONSIBLE MEMBERS OF THE SECURITY FORCES UNIT TO JUSTICE IN ACCORDANCE WITH THE LEAHY AMENDMENT (IN CASES INVOLVING DOD TRAINING, WHETHER AND WHAT CORRECTIVE STEPS HAVE BEEN TAKEN) AND OTHER RELEVANT INFORMATION (B.G., ASSURANCES THE COUNTRY MAY HAVE PROVIDED THAT U.S. ASSISTANCE WILL NOT BE PROVIDED TO THAT UNIT).

18. THE DEPARTMENT IS CURRENTLY EXPLORING THE POSSIBILITY OF ESTABLISHING A "NAMS'CHECK" UNIT IN INR THAT WOULD RUN QUERIES AGAINST INR'S ELECTRONIC DATABASES TO IDENTIFY REPORTS ON SPECIFIC INDIVIDUALS OR ENTITIES. IF THE UNIT IS ESTABLISHED, INR WOULD PROVIDE RELEVANT MATERIALS TO THE BUREAUS RESPONSIBLE FOR MAKING A DETERMINATION OF ELIGIBILITY. IF THE UNIT IS NOT ESTABLISHED, INR WILL HELP AS IT CAN BUT WILL NOT BE ABLE TO CHECK MORE THAN A FEW NAMES AT A TIME.

#### DISCUSSION AND DEFINITIONS.

19. AS A MATTER OF LONGSTANDING POLICY, THE U.S. GOVERNMENT REQUIRES THAT CANDIDATES FOR ALL U.S.-SPONSORED TRAINING BE EVALUATED BY POSTS FOR A NUMBER OF DISQUALIFYING FACTORS. TRAINING REQUESTS WILL CONTINUE TO BE VETTED ON A CASE-BY-CASE BASIS. IF TRAINING IS SCHEDULED FOR UNITS, (E.G., MOBILE TRAINING TEAMS (MTTS) AND MOBILE EDUCATION TEAMS (NETS)), POST IS NOT REQUIRED TO SCREEN EACH MEMBER OF THE UNIT(S) SCHEDULED FOR TRAINING. INSTEAD, POST SHOULD REVIEW THE HUMAN RIGHTS RECORD OF THE UNIT AS A WHOLE. IN CASES WHERE TRAINING IS SCHEDULED FOR AN INDIVIDUAL, IT CAN PROCEED IF THERE IS NO CREDIBLE EVIDENCE THAT THE INDIVIDUAL HAS COMMITTED GROSS VIOLATIONS OF HUMAN RIGHTS. (OF COURSE, POST RETAINS THE AUTHORITY TO DENY APPROVAL FOR TRAINING TO A CANDIDATE WHO DOES NOT PASS OTHER FACTORS OF THE SCREENING PROCESS, SUCH AS DRUG TRAFFICKING, CORRUPTION, HEALTH, CRIMINAL ACTIVITY, AND ACTIVITIES THAT ARE INCONSISTENT WITH U.S. FOREIGN POLICY GOALS.)

20. ACTIVITIES COVERED UNDER THE DOD LEAHY PROVISIONS INCLUDE ALL DOD-FUNDED TRAINING PROGRAMS SUCH AS JOINT COMBINED EXCHANGES FOR TRAINING (JCETS), COUNTERNARCOTICS TRAINING, COMBATANT COMMANDERS INITIATIVE FUND, AND THE DOD REGIONAL COUNTERTERRORISM FELLOWSHIP TRAINING PROGRAM.

21. UNIT OF THE SECURITY FORCES: THE PHRASE "LENT OF THE SECURITY FORCES" IS NOT DEFINED IN THE LEGISLATION, BUT SHOULD BE APPLIED FOR THE PURPOSES OUTLINED IN THIS CABLE TO INCLUDE ORGANIZATIONAL UNITS OF MILITARY, POLICE, OR ANY OTHER SECURITY FORCES. THE LEAHY AMENDMENTS DO NOT APPLY TO THE WHOLE OF A FOREIGN GOVERNMENT'S MILITARY, POLICE, OR OTHER SECURITY FORCES, BUT RATHER TO THE SPECIFIC COMPONENT UNITS RECEIVING TRAINING OR ASSISTANCE. THE QUESTION OF WHAT

LEVEL OR ENTITY CONSTITUTES A "UNIT" FOR THE PURPOSES OF THE LEAHY AMENDMENTS WILL BE DETERMINED ON A CASE-BY-CASE BASIS. THE SENATE REPORT ACCOMPANYING THE FY 2002 FOAA PROVIDES THAT THE TERM "UNIT" IS TO BE "CONSTRUED AS THE SMALLEST OPERATIONAL GROUP IN THE FIELD THAT HAS BEEN IMPLICATED IN THE REPORTED VIOLATION." AS A GENERAL RULE OF THUMB, POST SHOULD CONSIDER THE LOWEST ORGANIZATIONAL ELEMENT OF A SECURITY FORCE CAPABLE OF EXERCISING COMMAND AND DISCIPLINE OVER ITS MEMBERS. IN DETERMINING THE ENTITY TO BE VETTED WITH RESPECT TO MILITARY, POLICE, OR PARAMILITARY FORCES, POST SHOULD TAKE INTO ACCOUNT THE PURPOSE OF THE FORCE, ITS UNIQUE COMMAND STRUCTURE AS WELL AS THE SPECIFIC ALLEGATIONS AT ISSUE. INABILITY TO IDENTIFY A PARTICULAR INDIVIDUAL AS A PERPETRATOR WOULD NOT PRECLUDE A CONCLUSION THAT THE UNIT HAS COMMITTED A GROSS VIOLATIONS OF HUMAN RIGHTS IF FACTS OTHERWISE JUSTIFY SUCH A CONCLUSION. POSTS SHOULD KEEP TRACK OF ALLEGATIONS OF GROSS VIOLATIONS OF HUMAN RIGHTS INVOLVING ANY UNIT OF THE SECURITY FORCES, REGARDLESS OF WHETHER THAT UNIT IS CURRENTLY RECEIVING TRAINING OR ASSISTANCE.

22. GROSS VIOLATIONS OF HUMAN RIGHTS: ALTHOUGH THE TERM "GROSS VIOLATIONS OF HUMAN RIGHTS" IS NOT DEFINED IN THESE PROVISIONS, A SIMILAR TERM IS DEFINED IN SECTION 502B(D) OF THE FOREIGN ASSISTANCE ACT (FAA), AND POSTS SHOULD USE THAT DEFINITION AS A GUIDE: "THE TERM 'GROSS VIOLATIONS OF INTERNATIONALLY RECOGNIZED HUMAN RIGHTS' INCLUDES TORTURE OR CRUEL, INHUMAN, OR DEGRADING TREATMENT OR PUNISHMENT, PROLONGED DETENTION WITHOUT CHARGES AND TRIAL, CAUSING THE DISAPPEARANCE OF PERSONS BY THE ABDUCTION AND CLANDESTINE DETENTION OF THOSE PERSONS, AND OTHER FLAGRANT DENIAL OF THE RIGHT TO LIFE, LIBERTY, OR THE SECURITY OF PERSON."

23. EXISTING REPORTING PROCEDURES FOR THE ANNUAL DRL HUMAN RIGHTS REPORT TO CONGRESS ARE UNCHANGED BY THIS ACTION CABLE: THE DEPARTMENT'S ESTABLISHED HUMAN RIGHTS REPORTING PROCEDURES REQUIRE POSTS TO REPORT ANNUALLY ON INSTANCES OF GROSS VIOLATIONS OF HUMAN RIGHTS KNOWN OR RELIABLY PRESUMED TO HAVE BEEN PERPETRATED BY OFFICIALS OR AGENCIES OF FOREIGN GOVERNMENTS. DEPARTMENT GUIDANCE FOR THIS ANNUAL REPORT DOES NOT ASK POSTS TO REPORT ALL HUMAN RIGHTS VIOLATIONS BY OFFICIALS OR AGENCIES OF FOREIGN GOVERNMENTS BUT RATHER A SAMPLING. HOWEVER, FOR THE PURPOSES OF LEAHY, POSTS ARE REQUIRED TO REPORT ANY INFORMATION REGARDING INCIDENTS WHICH REASONABLY COULD BE DEEMED TO BE CREDIBLE EVIDENCE OF GROSS VIOLATIONS BY ANY UNIT OF THE HOST NATION'S SECURITY FORCES RECEIVING FOAAFUNDED ASSISTANCE OR INVOLVED IN DOD-FUNDED TRAINING, REGARDLESS OF THE SOURCE OF SUCH INFORMATION (E.G., STATE, DOD, DAOS/SAOS, OTHER POSTS, NGOS, MEDIA REPORTS, STC.). THE REQUIREMENT TO IMPLEMENT THE LEAHY AMENDMENTS MAKES IT PARTICULARLY IMPORTANT THAT POSTS BE ALERT AND REPORT PROMPTLY TO DEPARTMENT WHENEVER ANY RELEVANT INFORMATION BECOMES KNOWN TO POST.

24. CREDIBLE EVIDENCE: WHILE THE DEPARTMENT RETAINS AUTHORITY FOR ALL FINAL DECISIONS REGARDING SPECIFIC CASES - INCLUDING THE "CREDIBILITY" OF EVIDENCE OF GROSS VIOLATIONS - IT MUST RELY, AT LEAST IN THE FIRST INSTANCE, ON POST'S JUDGMENT IN REVIZING AND ASSESSING AVAILABLE INFORMATION FOR ITS RELIABILITY AND THE CREDIBILITY OF ITS SOURCE. POST NEED NOT SUBMIT REPORTS THAT IT CONFIDENTLY BELIEVES TO BE UNFOUNDED. IF IN DOUBT ABOUT THE CREDIBILITY OF INFORMATION, POST SHOULD SUBMIT TO THE DEPARTMENT AND SO NOTE.

25. WITH REGARD TO THE MEANING OF "EVIDENCE," REPORT LANGUAGE ACCOMPANYING THE FY 1999 FOAA PROVIDES: "THE CONFEREES DO NOT INTEND THAT THE EVIDENCE MUST BE ADMISSIBLE IN A COURT OF LAW." HOWEVER, NEITHER THE LEGISLATION NOR ACCOMPANYING REPORT LANGUAGE DEFINES "CREDIBLE." POST SHOULD APPLY A RULE OF REASON IN INTERPRETING "CREDIBLE" IN VIEW OF THE OVERALL PURPOSE OF THE PROVISIONS, BEARING IN MIND THAT WHAT THE DEPARTMENT IS SEEKING IS INFORMATION DESERVING OF CONFIDENCE AS A BASIS FOR DECISION-MAKING. INFORMATION THAT CAN BE CORROBORATED THROUGH INDEPENDENT SOURCES STRENGTHENS THE CREDIBILITY OF SUCH REPORTS. NGOS CAN BE A VALUABLE SOURCE OF INFORMATION. WEIGHT TO BE ACCORDED PARTICULAR REPORTS REQUIRES CAREFUL JUDGMENT AND MAY TURN ON PARTICULAR CIRCUMSTANCES - B.G., THE RECORD OF THE GOVERNMENTAL OR NONGOVERNMENTAL GROUP FOR ACCURATE ANT) IMPARTIAL REPORTING AND THE DEGREE OF DETAIL PROVIDED. ALL EVIDENCE - BOTH SUPPORTING AND REFUTING - SHOULD BE TAKEN AS A WHOLE IN ASSESSING WHETHER EVIDENCE IS "CREDIBLE" WITHIN THE MEANING OF THE LEAHY AMENDMENTS.

26. PARTICULARLY DIFFICULT LEGAL AND POLICY ISSUES MAY ARISE IN CASES WHERE A PERPETRATOR OF A GROSS HUMAN RIGHTS VIOLATION HAS CHANGED UNITS, OR EVIDENCE IS NOT TIED DIRECTLY TO SPECIFIC UNITS. IN ORDER TO IMPLEMENT THE LEAHY AMENDMENTS AND RELATED STATE DEPARTMENT POLICY, POSTS SHOULD IDENTIFY, TO THE EXTENT POSSIBLE, ALL SECURITY FORCE UNITS WITH WHICH AN INDIVIDUAL FOR WHOM THERE IS CREDIBLE EVIDENCE OF HAVING COMMITTED SUCH VIOLATIONS HAS BEEN A MEMBER, FROM THE DATE OF THE ALLEGED OFFENSE TO THE PRESENT. FOR EXAMPLE, IF A SECURITY FORCE MEMBER ALLEGEDLY COMMITTED A VIOLATION WHILE ATTACHED TO UNIT X, BUT HAS SINCE BEEN TRANSFERRED TO UNIT Y, POST SHOULD ADVISE OF THAT PERSON'S RELATIONSHIP WITH BOTH UNITS. POST SHOULD PROVIDE AN ADEQUATE DESCRIPTION OF THE SECURITY FORCE ORGANIZATION, INCLUDING ITS STRUCTURE AND HIERARCHY, AND INSTITUTIONAL RELATIONSHIPS INVOLVED.

27. EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBERS TO JUSTICE: FOR PURPOSES OF THE STATE LEAHY AMENDMENT, RELEVANT LEGISLATIVE HISTORY CONTAINS LANGUAGE REGARDING THE NEED FOR RESPONSIBLE INDIVIDUALS TO "FACE IMPARTIAL CRIMINAL PROSECUTION OR APPROPRIATE AND TIMELY DISCIPLINARY ACTION IN ACCORDANCE WITH LOCAL LAW." ORDINARILY, SOME CLEAR ACTION NEEDS TO OCCUR, B.G., INVESTIGATIONS, FORMAL ADMINISTRATIVE OR LEGAL PROCEEDING AGAINST THE INDIVIDUAL OR INDIVIDUALS IN QUESTION, OR OTHER ACTIONS DEMONSTRATING THE HOST NATION IS PROCEEDING TO BRING THE RESPONSIBLE PERSONS TO JUSTICE. THE MERE TRANSFER FROM A UNIT OF AN INDIVIDUAL ACCUSED OF HAVING COMMITTED HUMAN RIGHTS ABUSES DOSS NOT, IN AND OF ITSELF, CONSTITUTE THE NECESSARY EFFECTIVE MEASURES TO BRING THE RESPONSIBLE MEMBER(S) OF THE UNIT TO JUSTICE. AN INVESTIGATION/PROSECUTION PROCESS NEED NOT HAVE BEEN CONCLUDED, NOR IS IT NECESSARY THAT THE PROCESS LED TO A CONVICTION. ON THE OTHER HAND, THE MERE OPENING OF A FORMAL INVESTIGATION DOES NOT, IN AND OF ITSELF, CONSTITUTE "EFFECTIVE MEASURES." THE REALISTIC CHANCE FOR SUCCESSFUL AND IMPARTIAL CONCLUSION OF THE INVESTIGATION, LEADING TO IMPARTIAL TRIAL AND APPROPRIATE PUNISHMENT IF CONVICTED, SHOULD BE ASSESSED. THE INSTITUTIONAL HISTORY OF THE HOST NATION MILITARY AND CIVILIAN JUSTICE SYSTEM IS RELEVANT IN MAKING THE NECESSARY JUDGMENTS. NOTE THAT THE DOD LFAHY PROVISION IS WORDED DIFFERENTLY THAN THE STATE LEAHY PROVISION ON THIS POINT, THE FORMER REQUIRING THAT "ALL NECESSARY CORRECTIVE STEPS HAVE BEEN TAKEN" BEFORE DODFUNDED TRAINING INVOLVING A UNIT THAT HAS TRIGGERED LEAHY CAN TAKE PLACE. THIS PHRASE IS NOT DEFINED IN THE

LEGISLATION.

28. POST SHOULD DESIGNATE AN EMBASSY POINT OF CONTACT FOR THE LEAHY AMENDMENTS. AS HUMAN RIGHTS VIOLATIONS ARE ONE AMONG A SERIES OF OTHER CRITERIA THAT ARE TAKEN INTO CONSIDERATION BEFORE PROVIDING ASSISTANCE (S.C., COUNTER NARCOTICS, CORRUPTION), DEPARTMENT SUGGESTS THAT EMBASSY POC BE IN A POSITION TO COORDINATE A COMPREHENSIVE REVIEW WITH RELEVANT MEMBERS OF THE COUNTRY TEAM.

29. AGENCIES OTHER THAN DOD (B.G., DEA, JUSTICE) RESPONSIBLE FOR IMPLEMENTING FOAA-FUNDED PROGRAMS WITH SECURITY FORCES SHOULD ENSURE SIMILAR COORDINATION AND COMMUNICATION WITH THE COUNTRY TEAM IN ACCORDANCE WITH THIS GUIDANCE.

30. DEPARTMENT WILL WORK WITH POSTS TO ENSURE THAT MOOS THAT IMPLEMENT FOAA-FUNDED PROGRAMS WITH SECURITY FORCES ARE INSTRUCTED OF THE NEED TO ENSURE COMPLIANCE WITH LEAHY LIMITATIONS.

31. POC AT DEPARTMENT OF STATE IS CHRISTOPHER DUVALL, BUREAU OF POLITICAL-MILITARY AFFAIRS, 202-736-4019, DUVALLCFGSTATB.GOV.

32. MINIMIZE CONSIDERED POWELL  
UNCLAS STATE 034981

## ODC RUSSIA VETTING PROCESS AND CHECKLIST



### *Embassy of the United States of America Moscow, Russia*

Moscow, Russia

December 31, 2002

FROM: Ambassador Alexander Vershbow  
SUBJECT: Student Vetting for US-Funded Training

1. Based on the specific guidance and directions for screening potential students under International Affairs funded training programs; IMET, and FMS, listed in the DOD 5105.38.M Security Assistance Management Manual, section 100007, and additional requirements directed in SECSTATE Message 192156Z Nov 97, SECDEF Message 231614Z Mar 98, and USCINCEUR Message 250940Z Jan 99, Security Assistance Office, Moscow has developed a checklist that encompasses the required screening procedures. This itemized checklist will be used for each potential IMET or FMS student as well as Marshall Center and Asia Pacific Center students. It will be integrated in the SAO Moscow students' processing checklist. This document will also be included with other documents related to country nominees and retained for ten years. SAO Moscow will make adjustments to accommodate specific regional guidance as it appears.
2. SAO Moscow Screening Procedures Checklist:
  - 2.1. Request a formal notification of security background investigation from the host country authorities that the nominated candidate(s) have no records of participation in any of the following derogatory activities:
    - 2.1.1. Criminal conduct
    - 2.1.2. Human rights abuses
    - 2.1.3. Corruption
    - 2.1.4. Other activities inconsistent with US policy goals
  - 2.2. Request formal notification of security background investigation from the Regional Security Office (RSO) at the US Embassy Moscow, that the candidate(s) nominated for US sponsored training have no records in any of the following derogatory activities:
    - 2.2.1. Criminal conduct
    - 2.2.2. Human Rights abuses
    - 2.2.3. Corruption
    - 2.2.4. Other activities inconsistent with US policy goals



- 2.3. Request formal notification from the Political Section, US Embassy Moscow, that they have no record of human rights abuses perpetrated by the candidate(s) nominated for US-sponsored training.
  - 2.4. Request a written certification of security clearances from host country authorities that meets the required level of security clearance (Unclassified or Secret) for certain courses.
  - 2.5. All written notifications must be obtained and stored within the students' files and other related files before generating the Invitational Travel Order for each student. After receiving the written statements from the Russian Government, the Political Section and the Regional Security Office, the Student's ITO will be properly annotated to include the dates of the certificates.
  - 2.6. For participants in training provided by Mobile Training Teams, screening will consist of examining the records of the unit or units receiving the training. As with individual screening, this will be completed by host national officials, RSO, and the Human Rights Office of the Political Section of U.S. Embassy Moscow.
3. The Training Manager, Security Assistance Office, Moscow, is responsible for carrying out these procedures.

// signed //  
Alexander Vershbow  
Ambassador

ODC Russia IMET Student Processing Checklist

Report Date:

Start Date:

Completion Date:

Name: \_\_\_\_\_

Course: \_\_\_\_\_

\_\_\_\_\_ Official Nomination

**IMSI:** (S: \_\_\_\_\_)

\_\_\_\_\_ To Nominee

\_\_\_\_\_ Returned to SAO

**Information Worksheet:** (S: \_\_\_\_\_)

\_\_\_\_\_ To Nominee

\_\_\_\_\_ Returned to SAO

\_\_\_\_\_ **Copy of Passport** (S: \_\_\_\_\_)

\_\_\_\_\_ **Med Cert** (S: \_\_\_\_\_)

\_\_\_\_\_ **Med Ins** (S: \_\_\_\_\_)

**Background Checks:** (S: \_\_\_\_\_)

\_\_\_\_\_ Request submitted to RSO/HRO

\_\_\_\_\_ Suspense for Response

\_\_\_\_\_ RSO Response

\_\_\_\_\_ HRO Response

**English Test:** (S: \_\_\_\_\_)

\_\_\_\_\_ ECL Administered

\_\_\_\_\_ Score

\_\_\_\_\_ Results forwarded to DLI

**ECL Waived:**

Reason:

\_\_\_\_\_ ODC Chief Concurrence:

**U.S. Visa:** (S: \_\_\_\_\_)

\_\_\_\_\_ Completed Application

\_\_\_\_\_ 2 x Photos

\_\_\_\_\_ SAO Letter of Invitation

\_\_\_\_\_ DS 157 (if needed)

\_\_\_\_\_ Visa Processing Fee

\_\_\_\_\_ Visa Referral

\_\_\_\_\_ Submitted to Consular

\_\_\_\_\_ Visa Completed

**Travel Arrangements:**

\_\_\_\_\_ Reservations Made

\_\_\_\_\_ Itinerary forwarded to School

\_\_\_\_\_ Fund Cite from MILDEP

\_\_\_\_\_ **ITO Issued** (S: \_\_\_\_\_)

\_\_\_\_\_ Tickets Issued

\_\_\_\_\_ Pre-Departure Brief

**IMSO:** (S: \_\_\_\_\_)

\_\_\_\_\_ Notification sent

\_\_\_\_\_ Confirmation received

**NOTES:**

**MILESTONES:**

- **Nomination 90 days out**
- **ECL 70 days out**
- **Information sheet 60 days out**
- **Copy of passport 60 days out**
- **RSO/HRO submitted 60 days out**
- **Medical Certificate 30 days out**
- **Medical Insurance 30 days out**
- **RSO/HRO response 30 days out**
- **Visa applications 30 days out**
- **ITO 14 days out**
- **IMSO Notification 14 days out**

### ODC NIGERIA STUDENT PROCESSING CHECKLIST

WCN: \_\_\_\_\_ NAME: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

EARLIEST REPORT DATE: \_\_\_\_\_

TIMELINE	STEP	PROCESS	COMPLETE
100 Days	1	HAS MOD NOMINATED A CANDIDATE? a. If yes, go to step 2 b. If no, contact MOD every week until 65 day mark, then cancel course.	
	2	MAKE STUDENT FILE.	
65 Days	3	CANCELLATION DATE (MILDEP cancellation date + 5 days).	
60 Days	4	COURSE CANCELLED DUE TO LACK OF PARTICIPATION.	
60 Days	5	STUDENT PROCESSING <b>MUST</b> OCCUR:	
		a. DOES STUDENT HAVE LETTER TO ATTEND COURSE? (If yes, process--if no, do not process).	
		b. DS 156	
		c. DS 157 ( <b>ONLY FOR MALES BETWEEN THE AGE OF 16-45</b> )	
		d. DUTCH TRANSIT VISA APPLICATION (NAIRA 1300)	
		e. MEDICAL CERTIFICATE	
		f. BLOOD TEST (HIV RESULTS)	
		g. IMMUNIZATION RECORD(s)	
		h. SF 88 AND SF 93 FOR STUDENTS GOING TO FT. BENNING ( <b>only</b> )	
		i. PASSPORT	
		j. 5 PASSPORT PHOTOS (EACH)	
		k. COPIES OF COURSE INFORMATION PROVIDED TO STUDENT	
	6	PASSPORT TO CONSULAR OFFICE FOR U.S. VISA PROCESSING?	
	7	TRAVEL REQUEST SENT TO GSO TRAVEL FOR RESERVATION?	
	8	ITO PREPARED? ( <i>Do not print</i> )	
45 Days	9	HAS ITO AUTHORIZATION and FUND CITE BEEN RECEIVED FROM MILDEP?	
		a. If yes, go to step 10.	
		b. If no, contact MILDEP.	
	10	MEMO SENT TO RSO FOR BACKGROUND CHECK & SECURITY SCREENING? (no response expected unless derogatory information is discovered)	
	11	ACCEPTANCE MESSAGE SENT TO MILDEP AND SCHOOL? (fax all info to school IMSO and MILDEP)	
	12	STUDENT INFO SENT TO SCHOOL IMSO & MILDEP?	
30 Days	13	HAVE TRAVEL ARRANGEMENTS BEEN MADE?	
	14	HOW LONG IS STUDENT IN TRAINING? (1) Training <22 weeks: 2 pieces of baggage (2) Training >22 weeks, <40 weeks: 3 pieces, do GBAT + 1 (3) Training >40 weeks: 4 pieces, do GBAT + 2 <b>NOTE:</b> Check training guide to be sure	
15 Days	15	ARE TICKETS READY? a. If yes, pick them up. b. If no, contact GSO travel section.	
15 Days	16	SEND ARRIVAL INFORMATION TO SCHOOL AND MILDEP (usually DLIELC). Cut ITO. Send ITO and Airline information to SCHOOL IMSO and MILDEP.	
7 Days	17	CONDUCT PREDEPARTURE BRIEFING. Give IMS original signed ITO plus 4 copies, passport(s) and tickets.	
0 Days	18	Place student folder in files.	



**OFFICE OF DEFENSE COOPERATION SKOPJE  
EMBASSY OF THE UNITED STATES OF AMERICA  
BULEVAR ILINDEN BB  
1000 SKOPJE MK**

ODC SKOPJE MK

01 November 1999

**MEMORANDUM FOR RECORD**

**SUBJECT:** ODC Skopje Security Screening Process Checklist

1. Based on the specific guidance and directions for screening potential students under International Affairs funded training programs; IMET, and FMS, listed in the DOD 5105.38.M Security Assistance Management Manual, section 100007, and additional requirements directed in SECSTATE Message 192156Z Nov 97, SECDEF Message 231614Z Mar 98, and USCINCEUR Message 250949Z Jan 99, the ODC Skopje has developed a checklist that encompasses the required screening procedures. This itemized checklist will be used for each potential IMET or FMS student and will be integrated in the ODC Skopje students' processing checklist. The same will be also included with other documents related to country nominees and maintained for ten years. The ODC Skopje shall make adjustments to accommodate specific regional guidance, as it appears.

**2. ODC Skopje Screening Procedures Checklist:**

- a) Request a formal notification of security background investigation from the host country authorities, that the nominated candidate(s) have no records of participation in any of the following derogatory activities:
  - Criminal conduct
  - Human rights abuses
  - Corruption
- b) Request a formal notification of security background investigation from the Regional Security Office at the US Embassy Skopje, that the candidate(s) nominated for the US sponsored training have no records in any of the following derogatory activities:
  - Criminal conduct
  - Human rights abuses
  - Corruption
  - Other activity inconsistent with US policy goals
- c) Request a written certification of security clearances from the host country authorities that meets the required level of security clearance (Unclassified or Secret) for certain courses.
- d) All of these written notification must be obtained and stored within the students' files and other related files before generating the Invitational Travel Letter for each student. After receiving the written statements from the Macedonian Government and the Regional Security Office, the student's ITO will be properly annotated to include the dates of the certificates.

3. POC for this action is Mrs. Sonja Pendaroska, IMET Coordinator.

## **NEW TRAVEL & LIVING ALLOWANCE POLICY**

R 141441Z APR 03  
FM SECDEF WASHINGTON DC//USDP-DSCA//  
TO RUFGNOA/HQ USEUCOM VAIHINGEN GE//ECJ4//  
UNCLAS

SUBJECT: NEW TRAVEL AND LIVING ALLOWANCES (TLA) POLICY GUIDANCE FOR SECURITY  
COOPERATION TRAINING PROGRAMS P3 POLICY # 03-01

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE NEW POLICY GUIDANCE FOR INTERNATIONAL STUDENTS (IMS) WHO RECEIVE TRAVEL AND LIVING ALLOWANCES UNDER THE INTERNATIONAL MILITARY EDUCATION AND TRAINING, FOREIGN MILITARY SALES AND OTHER SECURITY COOPERATION PROGRAMS.

2. EFFECTIVE 1 APRIL 2003, IMS ALREADY ATTENDING THE NATIONAL DEFENSE UNIVERSITY WILL BE AUTHORIZED THE SAME TRAVEL PER DIEM ALLOWANCE RATES AS THOSE AUTHORIZED FOR THE US UNIFORMED SERVICE MEMBERS UNDER THE JOINT FEDERAL TRAVEL REGULATION (JFTR). ANY STUDENTS ATTENDING SENIOR LEVEL SCHOOLS (LISTED IN PARAGRAPH C.(6) OF THIS MESSAGE) STARTING ON OR AFTER 1 JUNE 2003 WILL ALSO BE AUTHORIZED THESE RATES. EFFECTIVE 1 OCTOBER 2003, ALL IMS ATTENDING ALL SCHOOLS (MILITARY AND CIVILIANS REGARDLESS OF RANK) WILL BE AUTHORIZED THE SAME TRAVEL PER DIEM ALLOWANCE RATES AS THOSE AUTHORIZED UNDER THE JFTR. THE FOLLOWING RATE CHANGES RESULTED FROM A COMPREHENSIVE REVIEW OF THE CURRENT IMS LIVING ALLOWANCE RATES CONDUCTED BY DSCA AND THE MILITARY SERVICES.

3. TO DOCUMENT THESE CHANGES, DOD5105.38M, SECURITY ASSISTANCE MANAGEMENT MANUAL (SAMM), IS CHANGED AS FOLLOWS:

A. TABLE 1001-2 IS RETITLED FROM "DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMET STUDENTS" TO "DAILY SUPPLEMENTAL LIVING ALLOWANCES FOR IMS UNDER SECURITY COOPERATION PROGRAMS".

B. THE REMAINDER OF THE TABLE IS DELETED IN ITS ENTIRETY AND REPLACED WITH THE FOLLOWING:

(1) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE AND MESS IS NOT AVAILABLE, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW PROOF OF RENTAL AGREEMENT OR LODGING RECEIPT)

(2) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS NOT AVAILABLE, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR)

(3) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS AVAILABLE, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR GOVT MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

(4) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND ONE OR TWO MEALS ARE AVAILABLE, THE LIVING ALLOWANCE IS: ACTUAL COST OF LODGING + JFTR PROPORTIONAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

(5) IF QUARTERS AND MESS ARE AVAILABLE AND FREE OF CHARGE, THE LIVING ALLOWANCE RATE IS: \$11 SPECIAL IMS INCIDENTALS.

(6) IF QUARTERS ARE FREE OF CHARGE AND MESSING IS AVAILABLE (ABOARD SHIP), THE LIVING ALLOWANCE RATE IS: GOVERNMENT MEAL RATE + \$11 SPECIAL IMS INCIDENTALS FOR OFFICERS AND \$11 SPECIAL IMS INCIDENTALS FOR ENLISTED.

(7) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND IMS CHOOSES TO LIVE OFF BASE/POST, THE LIVING ALLOWANCE RATE IS: \$0 (ZERO).

(8) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE NOT AVAILABLE (AVAILABILITY OF QUARTERS WILL BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING) AND DEPENDENTS ARE ENCOURAGED (SEE PARA C. (6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR; IMS MUST SHOW PROOF OF RENTAL AGREEMENT AND CERTIFY THAT DEPENDENTS WILL RESIDE WITH IMS FOR AT LEAST 75% OF THE COURSE DURATION).

(9) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND MESS IS NOT AVAILABLE AND DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS (NTE MAX LODGING AUTHORIZED IN JFTR). (10) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE (AVAILABILITY OF QUARTERS WILL BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING), MESS IS AVAILABLE, AND DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

(11) IF GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE (AVAILABILITY OF QUARTERS WILL BE BASED UPON THE AVAILABILITY OF GOVERNMENT FAMILY HOUSING), ONE OR TWO MEALS ARE AVAILABLE AND DEPENDENTS ARE ENCOURAGED (SEE PARA C.(6) FOR QUALIFIED COURSES), THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING + JFTR LOCAL MEAL RATE + \$11 SPECIAL IMS INCIDENTALS.

(12) IF BACHELOR GOVERNMENT OR CONTRACTED GOV'T QUARTERS ARE AVAILABLE AND DEPENDENTS ARE NOT

ENCOURAGED/AUTHORIZED. BUT THE IMS CHOOSES TO BRING HIS DEPENDENTS AND RESIDES OFF BASE/POST, THE LIVING ALLOWANCE RATE IS: \$0 (ZERO).

(13) WHEN AN IMS FROM ONE COUNTRY IS ATTENDING A REGIONAL MOBILE EDUCATION AND TRAINING (MET) COURSE IN ANOTHER COUNTRY, THE LIVING ALLOWANCE RATE IS: ACTUAL COST OF LODGING NOT TO EXCEED JFTR MAX LODGING RATE + MEALS IN ACCORDANCE WITH JFTR + APPLICABLE OCONUS INCIDENTALS.

C. THE NOTES ON TABLE 1001-2 ARE ALSO DELETED IN THEIR ENTIRETY AND REPLACED AS FOLLOWS:

(1) IF GOVERNMENT QUARTERS ARE NOT AVAILABLE, A STATEMENT OF NON-AVAILABILITY OR EQUIVALENT MUST BE ISSUED TO THE IMS (AND FILED WITH VOUCHER) AND JFTR RATES EQUAL TO THOSE AUTHORIZED FOR US PERSONNEL WILL BE AUTHORIZED FOR IMS. IN ADDITION, A SPECIAL INCIDENTAL RATE OF \$11 PER DAY IS AUTHORIZED FOR IMS. QUARTERS AVAILABLE MEANS THAT USG QUARTERS OR CONTRACTED GOVERNMENT QUARTERS WERE EITHER FURNISHED OR MADE AVAILABLE. IF THE IMS ELECTS NOT TO RESIDE IN GOVERNMENT QUARTERS OR CONTRACTED GOVERNMENT QUARTERS AND GOVERNMENT QUARTERS OR CONTRACTED GOVERNMENT QUARTERS ARE AVAILABLE, THE IMS WILL NOT BE AUTHORIZED TO BE PAID LIVING ALLOWANCES (LODGING, FOOD OR INCIDENTALS) THROUGH SECURITY COOPERATION PROGRAMS. FOR IMS CURRENTLY ATTENDING TRAINING IN THE US THAT ELECTED TO RESIDE OFF-BASE/POST UNDER THE OLD 1999 TLA POLICY, THE IMS WILL BE AUTHORIZED TO CONTINUE TO RECEIVE TLA AT 1999 TLA POLICY RATES UNTIL THEIR CURRENT LINE OF TRAINING IS COMPLETED AND THE IMS HAS RETURNED HOME. HOWEVER, IF THE IMS IS SCHEDULED FOR FOLLOW-ON TRAINING AT A DIFFERENT TRAINING LOCATION, THE TLA RATES IN THIS MESSAGE (DSCA 03-1) WILL APPLY AT THE NEW TRAINING LOCATION. MESS AVAILABLE MEANS THREE MEALS PER DAY ARE AVAILABLE IN A USG MESS, WHETHER OR NOT ACTUALLY CONSUMED. IN OVERSEAS AREAS INCLUDING HAWAII, WHERE USG QUARTERS AND MESS ARE NOT AVAILABLE, THE RATES AUTHORIZED ARE EQUAL TO THOSE AUTHORIZED FOR US PERSONNEL IN THE JFTR. WHEN AN IMS FROM ONE COUNTRY IS ATTENDING A REGIONAL MOBILE EDUCATION COURSE OR TRAINING COURSE IN ANOTHER COUNTRY, THE ACTUAL COST FOR LODGING AND MEALS WILL NOT EXCEED MAXIMUM AUTHORIZED IN THE JFTR.

(2) WHEN TLA IS AUTHORIZED, THE TRAVEL ALLOWANCE RATE INCLUDES THE DAY OF DEPARTURE FROM HOME COUNTRY TO THE DAY OF ARRIVAL AT, AND DAY OF DEPARTURE FROM EACH TRAINING INSTALLATION, AND THE DAY OF ARRIVAL AT HOME COUNTRY. TLA RATES WHILE THE IMS IS ON TRAVEL STATUS INCLUDING UNSCHEDULED DELAYS, ARE BASED ON RATES EQUAL TO THOSE IN THE JFTR FOR US PERSONNEL. IN MOST CASES, THE IMS WILL NOT RECEIVE THEIR FIRST TLA PAYMENT UNTIL THEY HAVE BEEN IN CONUS FOR TWO WEEKS; THEREFORE, THE SAO IS ENCOURAGED TO ADVANCE IMS SUFFICIENT FUNDS IN UNITED STATES DOLLARS TO MEET ALL EXPENSES WHILE IMS IS ENROUTE TO INCLUDE TWO WEEKS ADVANCE TLA. ANY SUCH ADVANCES SHALL BE ANNOTATED IN THE SPECIAL CONDITIONS BLOCK OF THE ITO TO PREVENT DUPLICATE PAYMENT OF ENTITLEMENTS AT CONUS TRAINING ACTIVITIES.

(3) WHEN IMS IS SCHEDULED TO ATTEND TRAINING FOR FIVE (5) WEEKS OR LESS, THE SAO IS AUTHORIZED TO PURCHASE ROUNDTRIP TRANSPORTATION AND TO PAY IMS TOTAL AUTHORIZED LIVING ALLOWANCE ENTITLEMENTS AT THE TIME OF DEPARTURE. GTR # AND AMOUNTS PAID FOR TRANSPORTATION AND LIVING ALLOWANCES WILL BE ANNOTATED IN THE SPECIAL CONDITIONS BLOCK OF THE ITO TO PREVENT DUPLICATE PAYMENT OF ENTITLEMENTS.

(4) IF THE DURATION OF TRAINING AT THE LAST TRAINING INSTALLATION IS TWO (2) WEEKS OR LESS, AND/OR THE LAST TRAINING INSTALLATION HAS NO MEANS OF PAYING THE IMS, THE IMSO AT THE NEXT-TO-LAST TRAINING INSTALLATION WILL ARRANGE FOR ADVANCE PAYMENT OF TRAVEL AND LIVING ALLOWANCE FOR THAT PERIOD OF TIME TO THE DAY OF ARRIVAL AT THE NEXT FOLLOW-ON TRAINING INSTALLATION OR COUNTRY. EXCEPT FOR PERIODS OF LEAVE, THE IMS ITO WILL BE ENDORSED IN THE SPECIAL CONDITIONS BLOCK TO IDENTIFY THE PERIOD OF TIME FOR WHICH ADVANCED LIVING AND TRAVEL ALLOWANCES WERE MADE.

(5) IF IT IS DETERMINED THAT AN IMS STUDENT WHO HAS DEPARTED THE CONUS OR OVERSEAS TRAINING ACTIVITY WAS OVERPAID IN CONUS OR AT THE OVERSEAS ACTIVITY, NO ATTEMPT WILL BE MADE TO COLLECT THE OVERPAYMENT FROM THE IMS. THE IMPLEMENTING AGENCY CONCERNED WILL DETERMINE WHETHER A FUNDING ADJUSTMENT VIA THE SECURITY COOPERATION TRAINING PROGRAM IS NECESSARY FOR THE TRAINING CONCERNED.

(6) THE IMS IS ENCOURAGED BY DOD TO BRING DEPENDENTS ONLY TO THE FOLLOWING COURSES: ARMY WAR COLLEGE ARMY COMMAND AND GENERAL STAFF COLLEGE AT BOTH FORT LEAVENWORTH AND THE WESTERN HEMISPHERE INSTITUTE FOR SECURITY COOPERATION (WHINSEC) SERGEANTS MAJOR ACADEMY NATIONAL DEFENSE UNIVERSITY THE INTER-AMERICAN DEFENSE COLLEGE AIR WAR COLLEGE AIR COMMAND AND STAFF COLLEGE SQUADRON OFFICER SCHOOL GRADUATE PROGRAMS AT THE AIR FORCE INSTITUTE OF TECHNOLOGY NAVAL COMMAND COLLEGE NAVAL STAFF COLLEGE GRADUATE PROGRAMS AT NAVAL POSTGRADUATE SCHOOL USMC COMMAND AND STAFF COLLEGE USMC EXPEDITIONARY WARFARE SCHOOL USMC SCHOOL OF ADVANCED WARFIGHTING ARMED FORCES STAFF COLLEGE AN IMS SCHEDULED TO ATTEND ANY OF THE ABOVE LISTED COURSES MAY ALSO BRING DEPENDENTS FOR PREREQUISITE COURSES, FOLLOW-ON COURSES, AND AUTHORIZED LEAVE PERIODS. TLA IS NOT AUTHORIZED FOR LEAVE PERIODS BEFORE OR FOLLOWING COMPLETION/TERMINATION OF TRAINING. IMS ARE NOT ENCOURAGED TO BRING DEPENDENTS TO ANY OTHER COURSES. THE WITH DEPENDENT TLA RATE IS INTENDED/AUTHORIZED WHEN THE DEPENDENTS RESIDE WITH IMS FOR THE MAJORITY (75%) OF THE COURSE DURATION. THE WITH DEPENDENT TLA RATE IS NOT INTENDED/AUTHORIZED FOR IMS WITH DEPENDENTS WHO COME ONLY FOR PERIODIC VISITS.

(7) ACCOMPANIED STUDENTS LIVING OFF POST/BASE ATTENDING COURSES WHERE DEPENDENTS ARE ENCOURAGED BY DOD (SEE PARA C.(6)) MAY DRAW A LIVING ALLOWANCE ADVANCE UPON ARRIVAL IN CONUS OF AN AMOUNT NOT TO EXCEED 10 PERCENT OF THEIR TOTAL MAXIMUM LIVING ALLOWANCE AUTHORIZED AT A PARTICULAR LOCATION. THE STUDENT LIVING ALLOWANCE DRAWN DURING THE PERIOD OF TRAINING WILL BE ADJUSTED TO ENSURE THAT THE AMOUNT OF THE ADVANCE IS FULLY RECOVERED BEFORE THE STUDENT COMPLETES TRAINING AT THAT LOCATION.

(8) WHEN AN IMS IS AUTHORIZED THE WITH DEPENDENT TLA RATE AND IS SUBSEQUENTLY HOSPITALIZED, THE WITH DEPENDENT TLA RATE SHALL CONTINUE TO BE PAID.

(9) LIVING ALLOWANCE FOR LEAVE PERIODS BEFORE OR FOLLOWING COMPLETION/TERMINATION OF TRAINING IS NOT AUTHORIZED. LEAVE WITH LIVING ALLOWANCE MAY BE GRANTED DURING PERIODS OF CLASS BREAKS, AUTHORIZED HOLIDAYS, AND BETWEEN CONSECUTIVE COURSES.

(10) GUEST INSTRUCTORS ASSIGNED TO WHINSEC, IAAFA OR NAVSCIATTS WILL BE PAID A LIVING ALLOWANCE BASED UPON THE INSTALLATION'S GOVERNMENT QUARTERS OR GOVERNMENT CONTRACTED QUARTERS RATES BY GRADE AND A STANDARD SUBSISTENCE ALLOWANCE REGARDLESS OF RANK. GUEST INSTRUCTORS ALLOWANCES ARE PAID OUT OF THE MILITARY SERVICES OPERATIONS AND MAINTENANCE ACCOUNT, NOT SECURITY ASSISTANCE TRAINING PROGRAMS.

4. THIS TLA POLICY CHANGE IS ALSO APPLICABLE TO IMS FUNDED IN A PREVIOUS FY WHO WILL CONTINUE TRAINING AFTER NEW RATES ARE IMPLEMENTED. REQUEST MILDEP FIELD TRAINING AGENCIES ADJUST TLA COSTS PROGRAMMED AS SOON AS POSSIBLE.

5. SINCE TLA INCREASES WILL IMPACT THE TOTAL IMET PROGRAM FOR SOME COUNTRIES IN FY2003, SAOS SHOULD BEGIN AT ONCE TO READJUST/REPRIORITIZE TRAINING WITHIN THEIR FY2003 IMET PROGRAMS AND IDENTIFY DELETIONS/CHANGES TO ABSORB THE TLA INCREASES WITHIN THEIR FY2003 IMET PROGRAM.

6. SAOS ARE REMINDED THAT TLA IS INTENDED TO BE A SUPPLEMENTAL LIVING ALLOWANCE AND IS INTENDED TO ASSIST WITH ADDITIONAL PERSONAL EXPENSES THAT THE IMS INCURS WHILE AWAY FROM THEIR HOME. IT IS NOT A SUBSTITUTE FOR PAY OR OTHER COMPENSATION NECESSITATED BY DUTY OUTSIDE OF AN IMS HOME COUNTRY.

7. DSCA POC FOR THIS MESSAGE IS KAY JUDKINS, POLICY AND PLANS DIVISION, (703) 601-3719 OR DSN: 329-3719, E-MAIL KAY.JUDKINS@DSCA.MIL.  
BT

# **STUDENT AND FAMILY MEMBER MEDICAL POLICY**

R 211831Z NOV 02  
FM SECDEF WASHINGTON DC//USDP-DSCA//  
TO AIG 8797  
UNCLAS

SUBJECT: MEDICAL POLICY FOR INTERNATIONAL TRAINING PROGRAM UPDATE MESSAGE - IMET  
AND FMS TRAINING. (DSCA POLICY MEMO 02-42)

1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE COMPREHENSIVE MEDICAL POLICY INFORMATION, INCLUDING CURRENT POLICY, RECENT CHANGES AND FUTURE INITIATIVES.

2. A LIST OF ACRONYMS USED IN THIS MESSAGE FOLLOWS:

AFIT - AIR FORCE INSTITUTE OF TECHNOLOGY  
CONUS - CONTINENTAL UNITED STATES  
DOD - DEPARTMENT OF DEFENSE  
FMS - FOREIGN MILITARY SALES (FMS)  
FY - FISCAL YEAR  
IMET - INTERNATIONAL MILITARY EDUCATION AND TRAINING (PROGRAM)  
IMS - INTERNATIONAL MILITARY STUDENT (MEANING STUDENT ATTENDING TRAINING UNDER THE IMET OR FMS TRAINING PROGRAM)  
ITO - INVITATIONAL TRAVEL ORDERS  
MILDEPS - MILITARY DEPARTMENT INTERNATIONAL PROGRAM OFFICES  
MTF - MEDICAL TREATMENT FACILITY  
NATO - NORTH ATLANTIC TREATY ORGANIZATION  
NPS - NAVY POSTGRADUATE SCHOOL  
OSD/HA - OFFICE OF SECRETARY OF DEFENSE FOR HEALTH AFFAIRS  
PFP - PARTNERSHIP FOR PEACE  
SAO - SECURITY ASSISTANCE ORGANIZATION OR SECURITY ASSISTANCE OFFICER  
STATE/PM - DEPARTMENT OF STATE/POLITICAL-MILITARY BUREAU  
SOFA - STATUS OF FORCES AGREEMENT  
TPMR - TRAINING PROGRAM MANAGEMENT REVIEW  
USG - UNITED STATES GOVERNMENT  
USMC - UNITED STATES MARINE CORPS  
WHINSEC - WESTERN HEMISPHERE INSTITUTE OF SECURITY COOPERATION

3. CURRENT POLICY:

A. PREDEPARTURE MEDICAL EXAMINATIONS FOR IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS (PRIOR TO ISSURANCE OF ITO) (PARAGRAPH 10-46A, JSAT AND CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK).

(1) FOR IMS:

- COMPLETE PHYSICAL EXAMINATION TO INCLUDE CHEST X-RAY AND SEROLOGICAL TEST FOR HIV\
- MEDICAL CERTIFICATION (SIGNED BY COMPETENT MEDICAL AUTHORITY (PHYSICIAN) THAT THE NAMED

INDIVIDUAL IS:

- FREE OF COMMUNICABLE DISEASES
- COMPLIED WITH REQUIRED IMMUNIZATIONS (CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK)
- COMPLETE DENTAL EXAMINATION INCLUDING DENTAL CERTIFICATION (SIGNED BY COMPETENT DENTAL

AUTHORITY (DENTIST)) THAT NO CARE IS REQUIRED FOR:

- CARIES
- INFECTION
- ORAL DISEASE

(2) FOR EACH AUTHORIZED FAMILY MEMBER:

- COMPLETE PHYSICAL EXAMINATION TO INCLUDE CHEST X-RAY AND SEROLOGICAL TEST FOR HIV
- MEDICAL CERTIFICATION (SIGNED BY COMPETENT MEDICAL AUTHORITY (PHYSICIAN) THAT THE NAMED

INDIVIDUAL IS:

- FREE OF COMMUNICABLE DISEASES
- COMPLIED WITH REQUIRED IMMUNIZATIONS (CHAPTER 2 SECURITY ASSISTANCE HEALTH AFFAIRS HANDBOOK)

NOTE: IF THE AUTHORIZED FAMILY MEMBER IS UNDER AGE 15, THE FOLLOWING TESTS ARE NOT REQUIRED:

- SEROLOGICAL TEST FOR HIV
- CHEST X-RAY

B. MEDICAL FINANCIAL RESPONSIBILITY REQUIREMENT ON THE ITO FOR IMS AND AUTHORIZED FAMILY MEMBERS.

(1) FOR IMS:

- SAO WILL CHECK THE APPROPRIATE BLOCK ON THE ITO TO INDICATE HOW MEDICAL CHARGES WILL BE PAID. FOR FMS STUDENTS, INDICATE WHETHER FMS CASE, IMS OR FOREIGN COUNTRY WILL PAY.

(2) FOR AUTHORIZED ACCOMPANYING FAMILY MEMBERS:

- SAO WILL CHECK THE APPROPRIATE BLOCK ON THE ITO TO INDICATE HOW MEDICAL CHARGES WILL BE PAID. INDICATE WHETHER IMS OR FOREIGN COUNTRY WILL PAY. "IF" FAMILY MEMBER MEDICAL CHARGES ARE NOT COVERED BY A FMS CASE OR BY THEIR HOME GOVERNMENT, SAO MUST INCLUDE STATEMENT TO THE EFFECT IN THE REMARKS SECTION OF THE SPONSOR'S ITO. IT IS ABSOLUTELY IMPERATIVE THAT FINANCIAL RESPONSIBILITY FOR MEDICAL CHARGES INCURRED FOR AUTHORIZED FAMILY MEMBERS IS CLEARLY AND CORRECTLY SHOWN ON THE SPONSOR'S ITO.

4. NEW POLICY:

A. PROOF OF COVERAGE FOR COST OF HEALTH CARE FOR IMS AND AUTHORIZED FAMILY MEMBERS. HEALTH CARE IN THE UNITED STATES IS COSTLY. THE USE OF CIVILIAN HEALTH CARE PROVIDERS/TREATMENT FACILITIES MORE OFTEN THAN NOT REQUIRE THE PATIENT TO SHOW HOW THE BILLS TO BE INCURRED WILL BE PAID. YEARS OF EXPERIENCE IN THE INTERNATIONAL TRAINING BUSINESS MAKES A CONVINCING ARGUMENT TO ENSURE THAT BOTH THE IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS ARE COVERED FOR HEALTH CARE EXPENSES INCURRED DURING THE TIME THEY ARE IN THE UNITED STATES. HEALTH CARE EXPENSES OF THE CATASTROPHIC VARIETY CAN BE DEVASTATING. THUS THE RATIONALE THAT NECESSITATES THIS NEW POLICY REQUIREMENT PROMULGATED BY DSCA.

B. WHAT IS THE MINIMUM REQUIRED "QUALIFYING" MEDICAL INSURANCE COVERAGE?

(1) MEDICAL BENEFITS OF AT LEAST \$50,000 PER ACCIDENT OR ILLNESS (SICKNESS).



(2) A DEDUCTIBLE NOT TO EXCEED \$500 PER ACCIDENT OR ILLNESS.

(3) REPATRIATION OF REMAINS IN THE AMOUNT OF \$7,500, SHOULD A DEATH OCCUR IN THE U.S. NOTE: THIS WOULD PROVIDE FOR THE PREPARATION AND TRANSPORTATION OF REMAINS TO HOME COUNTRY.

(4) MEDICAL EVACUATION IN THE AMOUNT OF \$10,000 IN THE EVENT INSUREE MUST BE RETURNED TO HIS/HER HOME COUNTRY DUE TO A SERIOUS MEDICAL CONDITION.

(5) INSURANCE MUST PAY BENEFITS TO A DEPARTMENT OF DEFENSE MEDICAL FACILITY IF APPROPRIATE. NOTE: MEDICAL INSURANCE CAN BE PURCHASED ON LINE. INFORMATION ON MEDICAL INSURANCE CAN BE FOUND AT [HTTP://DISAM.OSD.MIL/INTL\\_TRAINING/INTL\\_TNG\\_MGT\\_FUNCTIONAL-HEALTH\\_AFFAIRS](http://DISAM.OSD.MIL/INTL_TRAINING/INTL_TNG_MGT_FUNCTIONAL-HEALTH_AFFAIRS).

C. HEALTH COVERAGE REQUIREMENTS OUTLINED

(1) FOR IMS: EACH FMS IMS REPORTING TO CONUS TRAINING IS REQUIRED TO HAVE HEALTH CARE COVERAGE FOR HEALTH CARE CHARGES INCURRED CLEARLY AND CORRECTLY SHOWN ON THE ITO. ONE OF THE FOLLOWING STATEMENTS WILL APPEAR IN THE REMARKS SECTION.

- "THE IMS WILL BE REIMBURSED BY HIS HOME COUNTRY FOR HEALTH CARE CHARGES INCURRED. IMS IS REQUIRED TO FIRST PAY THE CHARGES AND OBTAIN REIMBURSEMENT FROM HIS COUNTRY."
- "MEDICAL BILLS SHOULD BE SENT TO THE FOLLOWING ADDRESS FOR PAYMENT."
- "IMS HAS ACQUIRED QUALIFYING MEDICAL INSURANCE COVERING THE ENTIRE PERIOD HE/SHE WILL BE PRESENT IN THE U.S. DURING THE SCHEDULED TRAINING." NOTE: THERE ARE SOME SPONSOR COUNTRIES THAT COME UNDER DIFFERENT MEDICAL COVERAGE. FOLLOWING IS A SHORT SUMMARIZATION OF COVERAGE BY INTERNATIONAL AGREEMENTS. IF A SAO IS NOT SURE HOW THE PAYMENT OF MEDICAL BILLS SHOULD BE ANNOTATED ON ITOS THEY PREPARE, THEY MUST CONTACT SONJA RUMSEY BY E-MAIL AT SRUMSEY@WORLD-NET FOR CLARIFICATION PRIOR TO PREPARING THE ITO.

(A) FOR AN IMS FROM A COUNTRY WITH A NATO/PPP SOFA:

- HEALTH CARE AT A DOD MEDICAL TREATMENT FACILITY IS AS FOLLOWS:
- FREE OUTPATIENT CARE (MEDICAL AND DENTAL)
- INPATIENT CARE ON A REIMBURSABLE BASIS
- HEALTH CARE AT A CIVILIAN MTF IS AS FOLLOWS:
- FREE OUTPATIENT CARE (MEDICAL AND DENTAL) (REFERRING FACILITY PAYS)
- OUTPATIENT CARE ON A REIMBURSABLE BASIS WHEN NO DOD MTF IS AVAILABLE
- INPATIENT CARE ON A REIMBURSABLE BASIS
- POLICY REQUIREMENT: WHEN IMS HAS FINANCIAL RESPONSIBILITY FOR PAYMENT OF HEALTH CARE COST, IN MOST CASES PROOF OF INSURANCE FOR INPATIENT CARE ONLY WILL BE REQUIRED.

(B) FOR IMS FROM COUNTRIES WITH A RECIPROCAL HEALTH CARE AGREEMENT. THE SPECIFICS WILL VARY FROM AGREEMENT TO AGREEMENT; HOWEVER, THESE AGREEMENTS DO "NOT" COVER CIVILIAN IMS, PARAMILITARY AND IN SOME INSTANCES IMET/FMS IMS.

- POLICY REQUIREMENT: FMS IMS MUST SHOW PROOF OF INSURANCE FOR CIVILIAN HEALTH CARE.

(2) FOR AUTHORIZED ACCOMPANYING FAMILY MEMBERS: EFFECTIVE WITH CY 2003, EACH AUTHORIZED FAMILY MEMBER OF AN IMS ATTENDING CONUS TRAINING IS REQUIRED TO HAVE COVERAGE FOR HEALTH CARE CHARGES INCURRED CLEARLY AND CORRECTLY STATED ON THE ITO. THIS REQUIREMENT APPLIES TO IMS SPONSORS WHO BRING FAMILY MEMBERS WITH THEM FOR PART OR ALL OF CONUS TRAINING. WHEN AN IMS IS RESPONSIBLE FOR HEALTH CARE COST FOR AUTHORIZED FAMILY MEMBERS PROOF OF MEDICAL INSURANCE MUST BE DEMONSTRATED TO THE IN COUNTRY ITO ISSUING AUTHORITY PRIOR TO FAMILY MEMBERS BEING "AUTHORIZED" AND ADDED TO THE SPONSOR'S ITO.

(A) FAMILY MEMBERS ARE ENCOURAGED TO ACCOMPANY THE IMS ATTENDING THE FOLLOWING COURSES:

- NATIONAL DEFENSE UNIVERSITY
- ARMY WAR COLLEGE
- COMMAND AND STAFF COLLEGE (ARMY)
- SGT MAJOR ACADEMY (ARMY)
- COMMAND AND STAFF COLLEGE (WHINSEC)(ARMY)
- COMMAND COLLEGE (NAVY)
- STAFF COLLEGE (NAVY)
- COMMAND AND STAFF COLLEGE (USMC)
- AMPHIBIOUS WARFARE SCHOOL (USMC)
- JOINT SERVICES STAFF COLLEGE (FORMERLY ENTITLED ARMED FORCES STAFF COLLEGE)
- AIR WAR COLLEGE (AIR FORCE)
- COMMAND AND STAFF COLLEGE (AIR FORCE)
- SQUADRON OFFICER SCHOOL (AIR FORCE)
- NAVAL POSTGRADUATE SCHOOL (NPS - NAVY)
- GRADUATE PROGRAMS AT AIR FORCE INSTITUTE OF TECHNOLOGY (AFIT)

(B) FAMILY MEMBERS ARE DISCOURAGED FROM ACCOMPANYING THE IMS AT MOST OTHER COURSES. HOWEVER, IF FAMILY MEMBERS DO ACCOMPANY THE IMS AND THE IMS IS FINANCIALLY RESPONSIBLE FOR THE HEALTH CARE OF THE ACCOMPANYING FAMILY MEMBERS, THE IMS MUST HAVE PROOF OF HEALTH INSURANCE.

(C) WHEN ACCOMPANYING FAMILY MEMBERS ARE AUTHORIZED, THE IMS'S ITO WILL INCLUDE ONE OF THE FOLLOWING MANDATORY STATEMENTS (AS APPLICABLE) IN THE REMARKS SECTION.

- "THE IMS HAS BEEN FULLY BRIEFED ON THE REQUIREMENT TO SHOW PROOF OF MEDICAL INSURANCE FOR AUTHORIZED FAMILY MEMBERS UPON ARRIVAL AT THE FIRST CONUS TRAINING LOCATION."
- AT THE TIME THE IMS'S ITO WAS ANNOTATED TO AUTHORIZE ACCOMPANYING FAMILY MEMBERS, SAID IMS PROVIDED PROOF OF QUALIFYING MEDICAL INSURANCE TO THE SAO TRAINING OFFICE."
- "THE IMS HAS BEEN MADE FULLY AWARE THAT A "LACK" OF MEDICAL INSURANCE COVERAGE FOR ACCOMPANYING FAMILY MEMBERS, REVEALED AT ANY TIME DURING CONUS TRAINING COULD RESULT IN THE IMS'S REM! OVAL FROM SCHEDULED CONUS TRAINING AND RETURN TO COUNTRY." OTHER POSSIBLE STATEMENTS (AS APPLICABLE):
- "THE STUDENT WILL BE REIMBURSED BY HIS HOME COUNTRY FOR MEDICAL CHARGES INCURRED BY HIS FAMILY MEMBERS. STUDENT IS REQUIRED TO FIRST PAY FOR MEDICAL CHARGES INCURRED BY FAMILY MEMBERS."
- "MEDICAL BILLS FOR FAMILY MEMBERS SHOULD BE SENT TO THE FOLLOWING ADDRESS FOR PAYMENT."

D. NOTE: THERE ARE SOME SPONSOR COUNTRIES THAT COME UNDER DIFFERENT MEDICAL COVERAGE. FOLLOWING IS A SHORT SUMMARIZATION OF FAMILY MEMBER COVERAGE. BOTTOM LINE: IF AN SAO IS NOT SURE HOW THE PAYMENT OF MEDICAL BILLS FOR FAMILY MEMBERS SHOULD BE ANNOTATED ON ITOS THEY PREPARE, THEY MUST CONTACT SONJA RUMSEY BY E-MAIL AT SRUMSEY@WORLD-NET FOR CLARIFICATION PRIOR TO PREPARING THE ITO.

(1) FOR IMS FROM A COUNTRY WITH A NATO OR PFP SOFA:

- MEDICAL CARE AT A DOD MEDICAL FACILITY FOR FAMILY MEMBERS IS AS FOLLOWS:
- FOR AUTHORIZED FAMILY MEMBERS
- FREE OUTPATIENT CARE (MEDICAL AND DENTAL EMERGENCIES)
- INPATIENT CARE ON A REIMBURSABLE BASIS
- HEALTH CARE AT A CIVILIAN MTF IS AS FOLLOWS:
- FOR AUTHORIZED FAMILY MEMBERS

- OUTPATIENT CARE - TRICARE STANDARD (OLD CHAMPUS PROGRAM) PATIENT PAYS PATIENT PORTION
- INPATIENT CARE ON A REIMBURSABLE BASIS
- POLICY REQUIREMENTS: WHEN IMS HAS FINANCIAL RESPONSIBILITY FOR PAYMENT OF HEALTH CARE COST FOR ACCOMPANYING FAMILY MEMBERS IN MOST CASES PROOF OF INSURANCE FOR INPATIENT CARE ONLY WILL BE REQUIRED.

(2) FOR IMS FROM A COUNTRY WITH A RECIPROCAL HEALTH CARE AGREEMENT (RHCA)

- THERE ARE CERTAIN COUNTRIES WITH A RECIPROCAL HEALTH CARE AGREEMENT BETWEEN THE U.S. AND THAT COUNTRY. THE SPECIFICS VARY FROM AGREEMENT TO AGREEMENT; HOWEVER, RECIPROCAL AGREEMENTS DO "NOT" PROVIDE FOR MEDICAL CARE FOR CIVILIAN IMS; FOR PARAMILITARY IMS; AND SOME DO NOT COVER FAMILY MEMBERS OF AN IMS.

- POLICY REQUIREMENT:
  - WHEN FAMILY MEMBERS ARE COVERED BY THE RHCA: SHOW PROOF OF MEDICAL INSURANCE FOR CIVILIAN HEALTH CARE.

- WHEN FAMILY MEMBERS ARE NOT COVERED BY THE RHCA: SHOW PROOF OF MEDICAL INSURANCE FOR ALL HEALTH CARE.

E. COPIES OF IMMUNIZATION RECORD AND PHYSICAL EXAMINATION, TO INCLUDE COPY OF MEDICAL CERTIFICATION, HIV TEST AND RADIOLOGY REPORT OF CHEST X-RAY MUST ACCOMPANY IMS AND AUTHORIZED ACCOMPANYING FAMILY MEMBERS.

F. REQUIREMENT, EFFECTIVE IMMEDIATELY, TO INCLUDE FOLLOWING STATEMENT IN THE ITO REMARKS SECTION: "MEDICAL EXAMINATION, TO INCLUDE HIV TEST, WAS COMPLETED ON MM/DD/YYYY. PROGRAM REQUIREMENTS HAVE BEEN COMPLIED WITH." NOTE: DSCA WILL WORK TO UPDATE APPLICABLE REGULATIONS TO REFLECT THIS CHANGE.

G. CHEST X-RAY REQUIREMENT: IF AN INDIVIDUAL NEEDS TO TRAVEL TO THE U.S. FOR TRAINING MORE THAN ONCE IN A 12 MONTH PERIOD AND THE CHEST X-RAY PRIOR TO THE INITIAL TRAINING PERIOD IS DOCUMENTED TO HAVE BEEN NEGATIVE FOR ACTIVE DISEASE, A REPEAT CHEST X-RAY(S) IS NOT REQUIRED UNLESS THE INDIVIDUAL HAS SYMPTOMS OR A CLINICAL EXAMINATION WHICH IS SUSPICIOUS FOR A PULMONARY (LUNG) PROBLEM. NOTE: DSCA WILL WORK TO UPDATE APPLICABLE REGULATIONS TO REFLECT THIS CHANGE.

5. FUTURE IMS MEDICAL POLICY INITIATIVES: CURRENTLY IN-WORK.

A. STANDARD DOD APPROVED MEDICAL HISTORY AND PHYSICAL EXAMINATION FORMS. DSCA WILL CONDUCT TEST, IN SELECTED COUNTRIES, THE USE OF DD FORM 2807 MEDICAL HISTORY AND DD FORM 2808 PHYSICAL EXAMINATION. COMPLETED FORMS WILL ACCOMPANY IMS TO THEIR CONUS TRAINING INSTALLATION FOR A ONE YEAR PERIOD AND THEN IMPLEMENT WORLDWIDE IF SUCCESSFUL.

B. FINAL REVIEW, STAFFING AND PROMULGATION OF THE MEDICAL POLICY HANDBOOK FOR THE SECURITY ASSISTANCE COMMUNITY.

6. THIS POLICY MESSAGE WAS COORDINATED WITH STATE/PM, OSD/HA, SERVICE SURGEON GENERAL OFFICES, UNIFIED COMMANDS AND MILDEPS. 7. POCs FOR THIS POLICY MESSAGE ARE BRION MIDLAND/DSCA/P3-P2 (UNCLAS) E-MAIL: BRION.MIDLAND@OSD.PENTAGON.MIL (ALL LOWER CASE) AND SONJA RUMSEY, INTERNATIONAL HEALTH CARE CONSULTANT, DEFENSE INSTITUTE OF MEDICAL OPERATIONS (DIMO), (UNCLAS) E-MAIL: SRUMSEY@WORLD-NET (ALL LOWER CASE).

BT #8100

## **COUNTERTERRORISM FELLOWSHIP IMPLEMENTATION GUIDANCE**

R 251853Z MAR 03  
FM SECDEF WASHINGTON DC//USDP-DSCA//  
TO RUFGCIN/HQ USEUCOM VAIHINGEN GE//ECJ4//  
RUCAACC/USCINCCENT MACDILL AFB FL//CCJ5-E//  
RHHMUNA/CDRUSPACOM HONOLULU HI //J4516/J4517//  
RUMIAAA/USCINCSO MIAMI FL//SCJ5-SA//  
RUENAAA/NAVY IPO WASHINGTON DC  
RUEADWD/DA WASHINGTON DC//DASA/DE&C//  
RUEAHQA/OSAF WASHINGTON DC//SAF:IAPX//  
RULSMCG/CG TECOM QUANTICO VA//CSW//  
RHMFIUU/CG TECOM QUANTICO VA//CSW//  
RULSJGA/COMDT COGARD WASHINGTON DC//G-CI//  
RUCTPOV/NETSAFA PENSACOLA FL//N-00/N-1//  
RHMFIUU/NETSAFA PENSACOLA FL//N-00/N-1//  
RUEAIX/DIRSATFA FT MONROE VA //ATFA-RW//  
RHMFIUU/DIRSATFA FT MONROE VA //ATFA-RW//  
RHWRAAA/AFSAT RANDOLPH AFB TX//CD/TO//  
RHMFIUU/AFSAT RANDOLPH AFB TX//CD/TO//  
RUVKDVA/COMDT DLIELC LACKLAND AFB TX//LEX//  
RUVALAN/DISAM WRIGHT PATTERSON AFB OH//CC/DI//  
RHMFIUU/DISAM WRIGHT PATTERSON AFB OH//CC/DI//  
PAGE 02 RUEKJCS0888 UNCLAS  
RUCBACM/COMSOCJFCOM CDR USJFCOM NORFOLK VA  
RUEKJCS/SECDEF WASHINGTON DC//SOLIC//  
RUEKJCS/SECDEF WASH DC//USDP-CH//  
INFO RUEKJCS/SECDEF WASH DC//USDP-CH//  
BT  
UNCLAS  
SUBJECT: IMPLEMENTATION GUIDANCE FOR REGIONAL DEFENSE  
COUNTERTERRORISM FELLOWSHIP PROGRAM  
A. REFERENCE OUSD//SOLIC 051527Z FEB 03 MESSAGE, SUBJECT: REGIONAL  
DEFENSE COUNTERTERRORISM FELLOWSHIP PROGRAM.  
1. REFERENCED MESSAGE, FROM OASD(SO/LIC) (THE USDP-ASSIGNED POLICY  
OFFICE OF PRIMARY RESPONSIBILITY FOR THE REGIONAL DEFENSE  
COUNTERTERRORISM FELLOWSHIP PROGRAM - CT FELLOWSHIP PROGRAM),  
PROVIDED PROGRAM POLICY GUIDANCE.  
2. DSCA, IN ITS USDP-ASSIGNED ROLE AS THE ADMINISTERING AGENCY FOR  
THE CT FELLOWSHIP PROGRAM, PROVIDES THE FOLLOWING IMPLEMENTATION  
GUIDANCE:  
A. GENERAL CT FELLOWSHIP PROGRAM GUIDELINES:  
(1) TRAINING PROGRAM DEVELOPMENT:  
(A) FOLLOW IMET PROGRAM DEVELOPMENT TIMELINE, E.G., USING THE  
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TRAINING PROGRAM MANAGEMENT REVIEW (TPMR) TO THE MAXIMUM EXTENT  
POSSIBLE FOR PLANNING AND PROGRAMMING BUDGET AND PLAN YEAR PROGRAMS.  
(B) SAOS WILL CLEAR TRAINING/EDUCATION PROPOSALS THROUGH THE  
COMBATANT COMMANDER (WHICH WILL IN TURN PASS THE PROPOSED  
TRAINING/EDUCATION TO SO/LIC FOR POLICY APPROVAL).  
(C) FOLLOWING CLEARANCE SAOS SHOULD PASS TRAINING/EDUCATION  
PROGRAMMING INFO TO MILDEPS FOR ENTRY ON THE CT FELLOWSHIP TRAINING  
STL THE SAME WAY IMET TRAINING IS PROGRAMMED OUTSIDE THE TPMR CYCLE.  
SO/LIC SHOULD BE INFOED AND WILL HAVE ACCESS TO THE STLs THROUGH THE  
SAN WEB.  
(2) TRAINING COURSE COSTING:  
(A) PRICED USING IMET RATES (EVEN IF THE RECIPIENT COUNTRY DOES NOT  
RECEIVE IMET FUNDING).  
(B) TRAVEL AND LIVING ALLOWANCE (TLA) FACTORS COMPUTED IN THE SAME  
MANNER AS FOR SECURITY ASSISTANCE TRAINING WHERE THE PROGRAM FUNDS  
100 % OF TLA.  
(C) MEDICAL (WILL PAY FOR THE SAME KINDS OF EMERGENCY CARE IMET  
COVERS); COSTS INCURRED WILL BE PAID ON A CASE BY CASE BASIS FROM THE  
PROGRAM ADMINISTRATIVE SET ASIDE.  
(D) PROGRAM PAYS ANY CANCELLATION FEES IN ACCORDANCE WITH ESTABLISHED  
PAGE 04 RUEKJCS0888 UNCLAS  
SECURITY ASSISTANCE RULES.  
(E) 5 % ADMIN FEE (ASSESSED AGAINST THE PSEUDO CASE VALUE) AS CHARGED  
FOR OTHER NON-STANDARD PROGRAMS.  
(F) CT FELLOWSHIP PROGRAM PAYS ANY OTHER EXPECTED, OR REASONABLE  
UNANTICIPATED COSTS INCURRED BY STUDENTS.  
(3) PROGRAM ADMINISTRATION:  
(A) PSEUDO CASE B02 IS TO BE USED FOR THE CURRENT COUNTERTERRORISM  
FUNDING AUTHORITY AND A NEW PSEUDO CASE WILL BE ASSIGNED BY DSCA FOR  
FUTURE COUNTERTERRORISM FUNDING AUTHORITIES.

(B) PSEUDO CASE BO2 WILL BE USED TO CLEARLY IDENTIFY THE LISTED TRAINING AS REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP TRAINING, AND MANAGED USING THE TRAINING MANAGEMENT SYSTEM (TMS) AND APPLICABLE MILITARY DEPARTMENT TRAINING AUTOMATION SYSTEMS.

(C) PROGRAMED TRAINING WILL BE REFLECTED ON A STANDARDIZED TRAINING LISTING (STL).

(4) STUDENT ADMINISTRATION:

(A) CANDIDATES WILL BE IDENTIFIED ACCORDING TO SO/LIC POLICY GUIDANCE AND SELECTED IN ACCORDANCE WITH ESTABLISHED SERVICE / SCHOOLHOUSE GUIDELINES (TO ENSURE OPTIMUM QUOTA ALLOCATION / MANAGEMENT / UTILIZATION).

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(B) VETTING WILL BE CONDUCTED BY THE EMBASSY USING THE SAME PROCEDURES AS FOR SECURITY ASSISTANCE TRAINING.

(C) OTHER SCREENING REQUIREMENTS (SUCH AS ENGLISH COMPREHENSION LEVEL TESTING, ETC.) WILL FOLLOW TRADITIONAL SECURITY ASSISTANCE TRAINING PROGRAM PROCEDURES.

(D) SO/LIC REQUIRES AN ADDITIONAL POLICY APPROVAL PROCESS FOR CANDIDATES AFTER THEY HAVE MET THE VETTING, MEDICAL, LANGUAGE, AND OTHER STANDARD REQUIREMENTS. QUALIFIED CANDIDATE NOMINATIONS WILL BE SUBMITTED TO THE COMBATANT COMMAND WHICH WILL ENDORSE AND FORWARD TO SO/LIC AND THE JOINT STAFF FOR FINAL POLICY APPROVAL.

(E) OTHER STUDENT ADMINISTRATIVE REQUIREMENTS WILL BE MET FOLLOWING TRADITIONAL SECURITY ASSISTANCE TRAINING PROCEDURES.

(F) STUDENT TRACKING WILL FOLLOW TRADITIONAL SECURITY ASSISTANCE TRAINING PROGRAM PROCEDURES. ADDITIONALLY, TWO ADDITIONAL REQUIREMENTS ARE AS FOLLOWS:

(1) A CANDIDATE PACKAGE WITH BIOGRAPHICAL SKETCH/RESUME MUST BE PROVIDED TO SO/LIC DURING THE CANDIDATE APPROVAL PROCESS.

(2) SCHOOLS PROVIDING TRAINING TO CT PROGRAM STUDENTS ARE ASKED TO REPORT STUDENT ARRIVAL AND DEPARTURE TO SO/LIC PARTICULARLY EARLY DEPARTURE PRIOR TO COURSE COMPLETION.

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3. PROGRAM GUIDELINES SPECIFIC TO THE CT FELLOWSHIP PROGRAM:

A. SO/LIC WILL NOTIFY COMBATANT COMMANDS AND DSCA OF ANNUAL FUNDING ALLOCATIONS (TO INCLUDE INDIVIDUAL COUNTRY FUNDING BREAKOUTS). SO/LIC WILL ALSO PROVIDE TIMELY UPDATES ON MID-YEAR ADJUSTMENTS TO COUNTRY ALLOCATIONS AND FUNDING LEVELS.

B. CANDIDATE POLICY APPROVAL WILL FOLLOW PROCESS OUTLINED ABOVE.

C. ALL NON-LETHAL EDUCATION AND TRAINING IS TO BE CONSIDERED AVAILABLE THROUGH THE CT FELLOWSHIP. SO/LIC WILL APPROVE PROPOSED EDUCATION AND TRAINING AND WILL PUBLISH REFERENCE LISTS OF PRIORITY COURSES AND PROGRAMS.

D. SO/LIC WILL REVIEW / STAFF / PROVIDE ALL CONCERNED THE APPROVED DECISION ON ANY PROGRAM WAIVER REQUESTS.

E. THE CT FELLOWSHIP WILL INCLUDE INFORMATION PROGRAMS AVAILABLE TO SECURITY ASSISTANCE TRAINING PROGRAM PARTICIPANTS.

F. DEPENDENTS WILL NOT BE PERMITTED EXCEPT BY SO/LIC WAIVER.

G. WHEN NOT CLEARLY EVIDENT, COUNTRY STATED UTILIZATION OF THE TRAINING CANDIDATE SHOULD DETERMINE WHICH FUNDING SOURCE (IMET, CT OR OTHER) IS MOST APPROPRIATE.

H. UPDATED PROGRAM INFORMATION WILL BE AVAILABLE ON THE CT FELLOWSHIP WEBPAGE ACCESSIBLE THROUGH THE DISAM INTERNATIONAL TRAINING

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MANAGEMENT HOMEPAGE AT [HTTP://DISAM.OSD.MIL/INTL\\_TRAINING/](http://DISAM.OSD.MIL/INTL_TRAINING/)

4. FLOW OF FUNDS:

FUNDS WILL BE RELEASED BY THE DSCA COMPTROLLER RESOURCE MANAGEMENT DIVISION AT THE REQUEST OF THE CT FELLOWSHIP PROGRAM MANAGER. FUNDS WILL BE SENT VIA PROGRAM BUDGET ACCOUNTING SYSTEM, MILITARY INTERDEPARTMENT PURCHASE REQUEST OR FUNDING MEMORANDUM.

5. OASD(SO/LIC) HAS COORDINATED ON AND APPROVED RELEASE OF THIS PROGRAM ADMINISTRATION / IMPLEMENTATION MESSAGE. SO/LIC POC FOR THE CT FELLOWSHIP PROGRAM IS DAVID RADCLIFFE, PHONE (703) 697-3053 OR DSN 227-3053; EMAIL [DAVID.RADCLIFFE@OSD.MIL](mailto:DAVID.RADCLIFFE@OSD.MIL).

6. DSCA POC FOR THE CT FELLOWSHIP PROGRAM IS KAY JUDKINS, POLICY, PLANS AND PROGRAMS DIRECTORATE, PHONE (703) 601-3719; EMAIL: [KAY.JUDKINS@DSCA.MIL](mailto:KAY.JUDKINS@DSCA.MIL).

BT

**COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP) CANDIDATE NOMINATION FORM**

**Candidate Nomination**

**Country:** \_\_\_\_\_ **WCN:** \_\_\_\_\_

**REGIONAL DEFENSE COUNTERTERRORISM FELLOWSHIP**

**Name of Candidate:**

**Service:**

**Branch/Specialization:**

**Rank:**

**Nationality:**

**Current position description:**

**Position upon completion of course/program:**

**Why is this person being nominated for education under the CT Fellowship?**

**Attach a biography or résumé that describes the candidate's work history and relevant personal information (in English).**

**Course Title:**

**MASL #:**

**Educational Institution:**

**Course Dates:** from:

to:

**Course Description:**

**Confirmed availability of slot with education provider:**

**Yes** \_\_\_ **No** \_\_\_ .

**Course Prerequisites met:**

**Yes** \_\_\_ **No** \_\_\_ .

**English Language minimum standards met:**

**Yes** \_\_\_ **No** \_\_\_ .

**ECL Score:** \_\_\_\_\_ **TOEFL Score:** \_\_\_\_\_

**Cost of Course:**

**Cost of Travel and Living Allowance:**

**Total Cost:**

**Candidate Nomination****Country:** \_\_\_\_\_ **WCN** \_\_\_\_\_

Are there other courses or programs taken in conjunction with this course? If so, include them on a separate page in the same format as above.

<b>Human Rights Vetting completed:</b>	Yes ___ No ___ .
<b>Medical testing completed:</b>	Yes ___ No ___ .

**Security Clearance:****Justification: Why is this course being offered to this candidate through the CT Fellowship?****Country Team Approval by:****Position/Title:****Date:****Ambassador Approval**

Yes \_\_\_ No \_\_\_ .

**Combatant Command Approval by:****Position/Title:****Date:****Submitted By:**

Contact info:

**Nomination Information Point of Contact:****Submit electronically to: CT Fellowship Program**

SO/LIC (SO/CT) 5E368; Defense Pentagon; Washington, DC 20301

David Radcliffe, DSN 227-3053, (703) 697-3053; [david.radcliffe@osd.mil](mailto:david.radcliffe@osd.mil)Lexi Alexander, DSN 227-2993, (703) 697-2993; [lexi.alexander@osd.mil](mailto:lexi.alexander@osd.mil)

Fax (703) 697-5355

*Unclassified email is the preferred method of delivery. Please confirm receipt at SO/LIC.*

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# CHAPTER FOUR

## ENGLISH LANGUAGE TESTING AND TRAINING

### QUICK REFERENCE

The DLIELC publication “**English Language Training Support for Security Assistance Offices**” is the first place to look for help with English language training. You can find a link to this publication at this web site:

<http://www.disam.dsca.mil/itm/References/DLI/DLI-SAOHandbook.pdf>

### EXEMPTIONS AND WAIVERS FROM ENGLISH LANGUAGE TESTING AND ORAL PROFICIENCY INTERVIEWS

1. The U.S. Military Departments establish minimum English language pre-requisites for their schools and countries are expected to meet these standards. They can conduct English training in their own country, English training in the United States, or a combination. There are certain countries that can teach English using their own resources without U.S. assistance, and these countries are exempt from some English testing requirements. Most other countries send their students to DLIELC for English training. These countries are divided into groupings based upon their recognized ability to teach English. SECDEF//DSCA// message DTG 181436Z Nov 02 is the current reference for English testing waivers. Read it at:

[http://www.disam.dsca.mil/itm/Messages/ECL\\_Exemp.htm](http://www.disam.dsca.mil/itm/Messages/ECL_Exemp.htm)

2. These countries are exempt from all English testing and Oral Proficiency Interview (OPI) requirements:

Ireland	Malta	United Kingdom
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3. These countries are waived from in-country English Language Comprehension Level (ECL) and Oral Proficiency Interview (OPI) testing. Their students will be tested at the first CONUS training location.

Austria	Denmark	Germany	Italy	Norway
Belgium	Finland	Ghana	Luxembourg	Sweden
Botswana	France	Israel	Netherlands	Switzerland

4. The following countries are exempt from in-country ECL testing only:

Gambia	Nigeria	South Africa	Uganda	Zimbabwe
Malawi	Sierra Leone	Swaziland	Zambia	

5. The following countries are exempt from in-country OPI testing only. Students from these countries will be telephonically OPI tested at their first CONUS training location. SAOs may selectively schedule an OPI when they believe it might be warranted to verify a student's oral skills prior to reporting for CONUS training

Greece	Portugal	Spain
--------	----------	-------

6. These countries are considered capable or training to a 55 ECL with national assets. Students from these countries must have a minimum ECL of 55 before reporting to DLIELC for further English language training.

Cameroon	Greece	Lesotho	Portugal	Spain
Chad	Hungary	Lithuania	Romania	Tanzania
Croatia	Ivory Coast	Morocco	Senegal	Tunisia
Czech Republic	Latvia	Namibia	Slovakia	Turkey
Estonia	Lebanon	Poland	Slovenia	Ukraine



7. These countries are acknowledged as not yet having a viable in-country English training program and may send students with less than a 55 ECL to DLIELC for English training

Albania	Bulgaria	Gabon	Mozambique	Togo
Algeria	Burkina Faso	Georgia	Niger	
Angola	Burundi	Guinea	Russia	
Armenia	Cape Verde	Guinea Bissau	Rwanda	
Azerbaijan	C. A. R.	Macedonia	Sao Tome	
Benin	Congo	Mali	Mauritania	
Bosnia-Herzegovina	Dem Rep of Congo	Moldova	Serbia & Montenegro	

### IN-COUNTRY ENGLISH LANGUAGE TRAINING PROGRAMS

1. The best explanation of in-country English Language programs, planning and US assistance can be found at this web site:

[http://www.dlielc.org/overseas\\_programs/index.html](http://www.dlielc.org/overseas_programs/index.html)

2. The Security Assistance program is prepared to help a country develop its own English teaching capability as explained below.

a. The “**English Language Training Support for Security Assistance Offices**” catalog explains in-country programs and provides detailed instructions about ordering English Language hardware. Start-up costs for in-country programs are expensive and require the following:

(1). **Facilities:** This is a national responsibility and not funded from IMET. Most countries usually do not have adequate facilities and must expend national funds to build new facilities or upgrade current ones.

(2). **Hardware:** A level II, 10 position laboratory with spare parts, a voltage regulator, shipping, and installation by the Television Audio Support Activity (TASA) costs about \$40,000. See Page 4-3 of this guide for guidance on cost, and how to program and order a language laboratory.

(3). **Software (Instructor & Student materials):** The cheapest part of the program, it still costs a minimum of \$15,000 to purchase the tapes, books, interactive multimedia CDs, and other publications necessary to start an in-country training program. See Page 4-9 of this guide and DLIELC's “**2004 Catalog of Materials, Courses and Support**” for details. In addition to the initial acquisition, countries need to plan for replenishment on a regular basis.

**NOTE: Instructor and student English language training materials are not included with language lab hardware equipment and must be ordered separately from DLIELC through the Air Force Security Assistance Training (AFSAT) Squadron.**

(4). **Instructors:** A country usually needs at least two to three language instructors. Depending on ECL of the prospective language instructor, it can cost as little as \$15,000 (tuition, travel, and living allowances) and as much as \$25,000 to train someone at the Basic Language Course (MASL ID D177007).

(5). **DLIELC Language Training Detachment (LTD):** A one-person LTD costs about \$125,000 per year (or more, depending upon various factors) if the country wants a qualified DLIELC member to manage the in-country language program.

b. An in-country language-training program is a sound investment. In the long term it can save a country SA and national funds. It is not cheap, requires proper planning, and is best implemented over a two-three year period.

c. General information on in-country English language training programs is also included in “**English Language Training Support for Security Assistance Offices**” You will find a helpful checklist of questions which should be asked by SAOs when planning or supporting an in-country English language training program, various planning factors for ensuring successful in-country programs, and information on English language training assistance offered by DLIELC. Assistance offered by DLIELC is available for programming to aid you in your planning for or support of in-country programs. These services include English language survey mobile training teams (MTTs), pre-deployment surveys, operational MTTs and Language Training Detachments which can be PCSed for one or more years.

## ENGLISH LANGUAGE LABORATORIES

1. Questions concerning ordering English Language Labs should be addressed to Ms Lucinde McAfee at the U.S. Army Communications & Electronics Command (CECOM). For install questions, contact Mr Ralph Corella at the U.S. Army Security Assistance Training Management Organization (SATMO). See Page 1-2.

2. Approximate costs for buying English Language Laboratories and associated equipment is provided below. Ms McAfee at CECOM can provide you exact cost information.

3. There are four kinds of labs. They are, in ascending level of sophistication and cost, C-LAB, (portable, no furniture), Level II (audio-active), Level III (audio-active-compare), and Level IV (audio-active-interactive). Most countries buy level II labs or use their level III labs in a level II mode. Level IV labs include video and CD-ROM capability and represent the future of advanced in-country English training programs.

4. There are three points SAOs need to consider when planning English language lab acquisition.

a. Labs are only one part of an in-country English training program. The others are trained English instructors and teaching materials for instructors and students.

b. DLIELC teaching materials no longer support the Level III lab. DLIELC teaching materials are intended for use with Level II labs or Level II & IV labs combined.

c. Although the Level IV capability represents the future of language training, Level IV labs are expensive and both the country and SAO need to consider carefully how to integrate the capability into the overall English training plan/program for the country. See the “**English Language Training Support for Security Assistance Offices**” catalog for a more detailed explanation of language labs and guidance for their selection for in-country programs.

5. Types and *approximate* costs for Level II English Language Laboratories in 10, 20, 30, and 40 positions are shown below. Level IV labs in 5, 10, 15 and 20 positions are shown next. Level III configurations are not shown. The cost and configuration for an audio/video package is shown last.

<u>DESCRIPTION</u>	<u>COST</u>	<u>PART NUMBER</u>
10 Position Level II lab	\$21,809.00	BM27099-10
Voltage Reg. 1kva/50hz	\$1,524.00	14160-01
20 Position Level II lab	\$28,065.00	BM27099-20
Voltage Reg. 1kva/50hz	\$1,524.00	14160-01
30 Position Level II lab	\$34,649.00	BM27099-30
Voltage Reg. 1kva/50hz	\$1,524.00	14160-01
40 Position Level II lab	\$40,893.00	BM27099-40

Voltage Reg. 1kva/50hz	\$1,524.00	14160-01
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5-Position Level IV		\$12,940.00
5 Student Positions	@ \$3,290.00 ea	\$16,450.00
Lan Kit (on-line access)		\$ 4,732.57
Supplement Function Kit		<u>\$ 6,364.35</u>
Total		\$40,486.92

10-Position Level IV		\$13,501.00
10 Student Positions	@ \$3,290.00 ea	\$32,900.00
Lan Kit (on-line access)		\$ 5,524.55
Supplement Function Kit		<u>\$ 6,364.35</u>
Total		\$58,289.90

15-Position Level IV		\$14,261.00
15 Student Positions	@ \$3,290.00 ea	\$49,350.00
Lan Kit (on-line access)		\$ 7,226.98
Supplement Function Kit		<u>\$ 6,364.35</u>
Total		\$77,202.33

20-Position Level IV		\$14,564.00
20 Student Positions	@ \$3,290.00 ea	\$65,800.00
Lan Kit (on-line access)		\$ 8,146.04
Supplement Function Kit		<u>\$ 6,364.35</u>
Total		\$94,874.39

These are the basic configurations. Level IV labs are built and priced according to specific country needs and desires for their English programs. Contact CECOM for exact cost information for Level IV labs.

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Audio/Video Package	\$5,187.00	BM80004-01
Consists of:		
1.	1-each, Multi-standard VHS Cassette Recorder	
2.	2-each, 25-inch Color TV receivers, for student viewing	
3.	2-each, 50-inch high mobile cart on caster wheels, for the 25 inch TV's	
4.	1-each, 14-inch Color Console TC receiver, for instructor viewing	
5.	1-each, video accessory kit, cables, adapters, console mounting	

## HOW TO OBTAIN ENGLISH LANGUAGE LABS

1. Select size and type lab the country wants/needs.
2. Program lab with SATFA as a dollar line (cost of the lab) in your Army IMET program. Tell SATFA what you want. FOR EXAMPLE: "Country wants a 10 position, Level II lab and voltage regulator". The MASL ID for labs is dependent on what you order. In the example above, the MASL ID is BLAB210 for the basic lab and BVOLREG for the voltage regulator. Check TMS for other MASL IDs.
3. Program "Packing, Crating, and Handling". These are the charges necessary to pack and ship the lab to your country. The MASL ID is "B00PCHT". This is normally 20% of the purchase price of the lab. Current policy is to air ship labs to countries. If this is not possible, or desirable, to ship a lab by air then you must advise SATFA, USASAC and CECOM of the preferred shipping method.
4. Program a Lab installation team with SATFA in the FY IMET program you expect the lab to actually be delivered to your country. Use MASL ID B307011. Approximate cost for an installation team is \$15,000-\$20,000. Currently, contractor personnel are performing all lab installations.

Once everything is programmed, it will look like this on your STL:

IA	WCN	MASL	TITLE
B	0090A	BLAB210	LEVEL II 10 POS LANG LAB
B	0090B	BAVPKG0	LANG LAB A/V PACKAGE
B	0090C	BVOLRE	LANG LAB VOLTAGE
		G	
B	0090D	B00PCHT	LANG LAB SHIPPING/HANDLING
B	0091I	B307011	TAT-LANGUAGE LAB INSTALL

5. After determining what is needed and getting it programmed through SATFA, you will need to generate a Sole Source message. This document authorizes CECOM to contract the sole producer of the language labs to begin building. Currently Gel Systems, Inc. is the manufacturer. Without this message, the process will not begin. A template is on the next page.

AMEMBASSY  
CDRUSASAC NEW CUMBERLAND PA//AMSAC-OE-CB//  
INFO SECDEF WASHINGTON DC//USDP/DSCA-PDP//  
DIR SATFA FT MONROE VA//ATFA-R//  
CDRUSACECOM FT HUACHUCA AZ//SAMD-HUA//  
CDRUSACECOM FT MONMOUTH NJ//AMSEL-LC-SA-CCA//  
HQ USEUCOM VAIHINGEN GE//ECJ4-ID//

SUBJECT: REQUEST FOR INITIATION OF REQUISITIONS FOR LANGUAGE  
LABORATORY EQUIPMENT

REF:

1. AMEMBASSY (INSERT EMBASSY'S NAME) ON BEHALF OF (INSERT COUNTRY OR INTERNATIONAL ORGANIZATION NAME) REQUESTS THE FOLLOWING GEL SYSTEMS, INC., EQUIPMENT IN SUPPORT OF THE IMET ENGLISH LANGUAGE TRAINING PROGRAM:

A. ONE EACH 10-POSITION, LEVEL II CASSETTE LANGUAGE LABORATORY SYSTEM, RCN LT24, GEL SYSTEMS, INC., PART NUMBER BM-27099-10, UNIT COST \$21,809.

B. ONE EACH AUTOMATIC VOLTAGE REGULATOR, RCN LT25, 500VA, 120VAC/60HZ, GEL SYSTEMS, INC., PART NUMBER D27265-01, UNIT COST \$1,180.

C. ONE EACH AUDIO-VISUAL PACKAGE, RCN KA14, GEL SYSTEMS, INC., PART NUMBER BM80004-01, UNIT COST \$5,187.

3. SHIP TO:

IN-COUNTRY POC NAME: AND TELEPHONE NO:

4. MARK FOR ADDRESS:

5. BOTH THE HOST GOVERNMENT AND THE US EMBASSY IN (INSERT COUNTRY'S NAME) ACKNOWLEDGE THAT THIS IS A SOLE SOURCE PROCUREMENT. A COPY OF THIS MESSAGE WILL BE SENT TO (INSERT FOREIGN LIAISON OFFICER IN-COUNTRY OR FOREIGN SERVICE NATIONAL'S NAME OR FOREIGN GOVERNMENT MILITARY OR CIVILIAN REPRESENTATIVE).

6. EMBASSY POCS FOR THIS REQUEST ARE (INSERT EMBASSY POC'S NAME AND/OR TRAINING REPRESENTATIVE); EMBASSY PHONE: (INSERT EMBASSY PHONE NUMBER); EMBASSY FACSIMILE (INSERT EMBASSY FAX NUMBER); OR E-MAIL (INSERT E-MAIL ADDRESS).

6. When submitting your requisition ensure you provide USASAC an exact shipping address. Don't use a mailing address. The lab will be sent by a commercial freight carrier to your country just like any other freight, such as your household goods. For example:

SHIP TO: Embassy of the United States of America  
242 Constitution Avenue  
Lisbon, Portugal

MARK FOR: Political Officer, American Embassy Lisbon

7. If you have any doubts check with your embassy Admin or General Services Officer for an exact "SHIP TO", "MARK FOR" address.

## WHAT TO DO WHEN THE LAB ARRIVES IN YOUR COUNTRY

When the lab arrives you need to send a message to CECOM telling them it has arrived, how many crates arrived and their condition. An example message providing CECOM this information follows:

ROUTINE  
UNCLASSIFIED  
AMHS  
COMMUNICATIONS CENTER

TOR: 131456Z SEP 01

RTTUZYUW RUEHLIA1074 0641618-UUUU--RUFGNOA.  
ZNR UUUUU ZUI RCOMM02350 2647000  
R 131633Z SEP 01  
FROM: ODC SOFIA BU  
TO: CDRUSACECOM FT HUACHUCA AZ//SAMD-HUA//  
INFO: DIR SATFA FT MONROE VA//ATFA-R//  
HQ USEUCOM VAIHINGEN GE//ECJ4-ID//  
CDR USASAC NEW CUMBERLAND PA//AMSAC-OE-CB//  
CDR USACECOM FT MONMOUTH NJ//AMSEL-LC-SA-CCA//  
BT  
UNCLAS //NOORRI3//  
SUBJECT: NOTIFICATION OF RECEIPT OF LANGUAGE LABORATORY EQUIPMENT,  
BULGARIA RCN RA42, TCN CAN58700.BU.RA42, CECOM PROJECT 600

1. THE SHPMENT OF ONE EACH LANGUAGE LABORATORY SYSTEM CONSISTING OF SHIPPING CONTAINERS 1 OF 4 THROUGH 4 OF 4 HAS BEEN RECEIVED WITH NO VIISIBLE SHPPING DAMAGE.

2. THE SHPPING CONTAINERS HAVE BEEN PLACED IN A DRY, SECURE STORAGE OCATION.

3. POC FOR THIS MESSAGE IS MSGT KAREN BOWER, INTERNATIONAL PHONE NUMBER: 359-2-88-4801, EXT. 453; DATAFAX: 359-2-80-1977.  
BT  
#1074

NNNN  
Received from AUTODIN 131456Z SEP 99  
\\EVAL\telos\data\feed\2000\general\r256\202537.657

UNCLASSIFIED

## HOW TO GET SATMO TO INSTALL THE LAB

1. First thing is to program a Lab Installation Team in the fiscal year IMET program in which the lab will actually be installed. The MASL ID and description for the installation team are: B307010, TAT-LANGUAGE LAB INSTALL. Although the exact cost will vary from country to country an approximate planning figure is \$15,000.
2. When you've been notified by CECOM that the lab has been shipped you should ensure the country has selected an adequate facility for the lab. If not, then you need to push them to prepare an adequate facility (See the DLIELC publication the **"English Language Training Support for Security Assistance Offices"** for a list of facility specifications for the lab.
3. Once the lab has arrived and the facility is in order then you're ready to "Call-up" the installation team. Use the

call-up message format below to request the install and send to SATMO. In addition, coordinate acceptable dates for the install of the lab for your host country.

### **Call-up Message Format for Security Assistance Team (SAT) Format**

Submit requests for SATs in the following format. If not all information is available; fill in to the extent possible.

- a. SAT identification. English Language Lab Installation TAT
- b. Security clearance. \_\_\_\_ (Indicate the type of security clearance required for the mission.)
- c. Mission. one lab, Level \_\_\_\_ with \_\_\_\_ workstations. (Number of labs to install, their level (Level 2, 3, or 4), and number of workstations.)
- d. Summary of host country capabilities. \_\_\_\_ (Will there be any type of personnel assistance available such as electronic technician, lab instructors? Are local hardware stores available in case we have to buy more wire, screw, and that sort of thing?)
- e. Interpreter support. \_\_\_\_ (Will an interpreter be required?) If yes, will Service be provided? \_\_\_\_ (If one is needed but not provided, how much will it cost to have one available?)
- f. Lab locations. \_\_\_\_ (City. If there is more than one lab location, indicate the distance between locations, time requirements for travel to be performed, modes of anticipated transportation, and cost of transportation, not provided.)
- g. Desired in-country arrival date. \_\_\_\_ (Are there any national, religious or other holidays within this time frame?)
- h. Types of quarters available. \_\_\_\_ (Commercial hotels or government billeting? Is commercial hotel within per diem?)
- i. In-country transportation. \_\_\_\_ (Indicate the means of in-country transportation to be provided to and from quarters, training locations, and dining facilities. If not provided what is the cost?)
- j. Facilities. \_\_\_\_ (Indicate the availability of medical, dental, shopping, and laundry facilities.)
- k. Confirmation of country team approval. \_\_\_\_ (yes)
- l. Additional information.
  - (1) Where is the equipment located? \_\_\_\_ How long has the equipment been in country? \_\_\_\_
  - (2) What floor is the lab to be located on? \_\_\_\_ If the installation is on other than a ground floor, what are the stairwell measurements?
  - (3) What are the room dimensions of where labs are to be installed? \_\_\_\_ Are there any protrusions into the room? \_\_\_\_ Where are the windows located? \_\_\_\_ How do they open (inward, outward, etc.)? \_\_\_\_ What are the door measurements and how do they open (inward, outward)? \_\_\_\_
  - (4) What is the floor material? \_\_\_\_ - (wood, tile, ceramic tile, concrete)
  - (5) What type of power is available (110/220 Volts; 50/60 Hertz; 10/20 Amperes)? \_\_\_\_ What are the locations of the outlets within the room? \_\_\_\_ Do you consider the power consistency reliable? \_\_\_\_
  - (6) Theater clearance, Visa, and immunization requirements for civilian contractors. \_\_\_\_ If Visa is required, can planeside Visa be issued? \_\_\_\_ Is there an entrance or exit fee for tourist passports? \_\_\_\_
  - (7) Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved. \_\_\_\_
  - (8) Reflect additional data such as availability of monetary facilities in-country for converting personal funds, cashing checks, using credit cards, etc. \_\_\_\_
  - (9) FORCE PROTECTION. \_\_\_\_ (Address force protection provided to the SAT by host country/US Embassy.
- m. SAO Point of Contact. \_\_\_\_ (Indicate the name, grade, service, commercial phone/fax numbers, message and mailing addresses, and e-mail address for the SAO POC.)

**SATMO POC:** Mr Ralph Corella

DSN 239-9108 x102, CML (910) 432-9108 x102, FAX -3695; [corellars@bragg.army.mil](mailto:corellars@bragg.army.mil)

## HOW TO OBTAIN ENGLISH LANGUAGE TRAINING MATERIALS

1. Refer to DLIELC's **2004 Catalog of American Language Course Materials, DLIELC Courses and Support**, for a complete listing of DLIELC materials that can be ordered for in-country English language training programs. In addition to descriptions of course materials, this catalog contains the following:

- a. Instructions for ordering DLIELC materials on an FMS case (p. 58) or through the IMET program (p. 61).
- b. Instructions for completing the DoD requisition form (DD-1149) for an FMS order (p. 59) or an IMET order (p. 62).
- c. A blank requisition form (DD-1149) on p. 65.
- d. Additional ordering instructions on p. 64.
- e. A blank copy of the special DLIELC order form on pages 67-93. This form will make ordering DLIELC materials faster and easier. In addition to the printed form in this booklet, this order form is available as an EXCEL spread sheet and can be downloaded from the DLIELC web site: <http://www.dlielc.org/>.

2. You need to consider the following when ordering DLIELC materials:

- a. The English Comprehension Level (ECL) the country wants to achieve with its training program. This will determine how many "Books" to order (each book achieves a certain ECL). For example, Books 1-18 are designed to enable students to reach a 60 ECL. Books 19-24 are designed to train students to a ECL of 70.
- b. The number, size, and location of the facilities (language labs) that will be supported.
- c. The number of instructors to be supported. One set of instructor materials per instructor should suffice; instructors can use their textbooks repeatedly. The country usually keeps student texts in the lab or classroom, but they tend to "walk off". You should have a "fudge factor" for student texts. If 15 students are normally in training, then order 20 sets of student texts.
- d. Whether classes are held for several hours daily or only a few hours each week. The ALC General English Intensive Materials (DLIELC Catalog, pp. 3-22) are appropriate in the first instance. In the second, the General English Nonintensive Materials (DLIELC Catalog, pp. 23-26) are better suited to the country's needs.
- e. Also order Language Lab Activities texts and tapes, American Language Course Placement Test (ALCPT) kits, and DLIELC answer sheets. American Military English Course (AMEC) texts, a selection of Specialized English Training (SET) materials, and reference materials are also available.

3. Program training materials with AFSAT as a dollar line (cost of the materials) in your Air Force IMET program as MASL ID DBKPUBO. Program "Packing, Crating, and Handling" charges necessary to pack and ship the materials to your country with as MASL ID D00PCHT. For air shipment, this is normally 22% of the purchase price of the materials. Current policy is to air ship materials to countries. If this is not possible or desirable, you must advise AFSAT and DLIELC of the preferred shipping method. Current programming procedure is to program the materials and PCH&T charges in the same fiscal year.

D	0003A	AF BOOKS/PUBS/OTHER					\$17,000	B	4	0001
D	0003B	AF BOOKS/PUBS/OTHER					\$17,000	B	4	0001
D	0004A	AF PCKG/CRATING/SHIPPING					\$3,400	B	4	0000
D	0004B	AF PCKG/CRATING/SHIPPING	\$3,400	B	4	0000				



4. Prepare the requisition (DD 1149) and send to:

AFSAT/TOC  
315 J STREET WEST  
RANDOLPH AFB TX 78150-4354

5. Make sure your requisition has the exact shipping address for the materials. Don't use a mailing address. The materials will be sent by a commercial freight carrier to your country just like any other freight.

6. If you have any doubts check with your embassy Admin or General Services Officer for an exact "SHIP TO", "MARK FOR" address.

### HOW TO PROGRAM THE CORRECT AMOUNT OF ENGLISH LANGUAGE

This chart was extracted from DLIELC 1025.7, "Planning and Programming Security Assistance English Language Training". It tells you how many weeks of English language training to schedule based upon the student's current ECL score. The time required to reach the necessary ECL also includes nine weeks of Specialized English Terminology (SET) which will be specifically oriented towards the student's follow-on training.

TO GRADUATE WITH							
	60 ECL	65 ECL	70 ECL	75 ECL	80 ECL	85 ECL	90 ECL
AND ECL IS	THEN PROGRAM TRAINING FOR THE FOLLOWING NUMBER OF WEEKS						
40 to 44	18	20	22	25	32	44	58
45 to 49	15	17	19	22	29	41	55
50 to 54	13	15	17	20	27	39	53
55 to 59	11	12	14	17	24	36	50
60 to 64		11	13	16	23	35	49
65 to 69			11	14	21	33	47
70 to 74				13	20	32	46
75 to 79					15	27	41
80 to 84						20	34
85 to 89							21
NOTES							
1. Guidance is for students programmed for MASL B/D/P 177009 which includes nine weeks of the SET phase of the ALC.							
2. The ECL test is not designed to discriminate within an ECL range of 0 to 29, Based on DLIELC experience, the average student will progress from zero proficiency level to 30 ECL in about 15 weeks. The ECL test is of no value in tracking progression during this period							

## CHAPTER FIVE

### HIGH VISIBILITY EDUCATION & TRAINING

#### WAR COLLEGES AND COMMAND & STAFF COLLEGES

1. War Colleges and Command & Staff College (Senior & Mid-Level Service School) quotas are limited. Therefore, SAOs should forecast budget year requirements as accurately as possible. When forecasting War College or Mid Level requirements, the request should be an actual indication of the country's desire to participate in the program - not an arbitrary SAO request made to obtain an allocation in hopes that the country might accept it. SAOs should refer to the individual MILDEP's training guides for additional information on each course.
2. SAOs must list all Senior and Mid Level Budget Year (FY05) requirements in their **“Combined Education & Training Program Plan”**.
3. **Senior Service School Recommendations.** HQ USEUCOM will prioritize all War College requirements in accordance with the HQ USEUCOM Theater Security Cooperation Plan (TSC) and forward our prioritized recommendations to the Joint Staff or appropriate Military Department for consideration in June 2004. The message submitting FY04 Senior Service Schools recommendations is posted on the EUCOM Bulletin Board on the SAN Web.
4. **Mid Level Service School Recommendations.** Unified Command recommendations are also provided to the military departments for allocations to these Command & Staff Colleges: Army Command and General Staff College, Navy Staff College, Air Command and Staff College, and U.S. Marine Corps Command and Staff College. Additionally, we submit a priority list for Army Sergeants Major Academy allocations.

#### SENIOR SERVICE SCHOOLS (WAR COLLEGES)

**NATIONAL DEFENSE UNIVERSITY INTERNATIONAL FELLOWS PROGRAM (NDU IFP), B171801:** Annually, CJCS invites foreign military forces to participate in the NDU-IFP. Based on inputs from the regional CINCs, Services, and NDU, the Joint Staff/J5 recommends nominees to the Chairman. This program provides senior military officers the opportunity to participate in either the National War College (NWC) or the Industrial College of the Armed Forces (ICAF). The course is a year long and starts in late June. There are about 40 quotas worldwide for the NDU each year; split about 16 for NWC and 24 for ICAF. Both ICAF and NWC prepare selected military officers and civilians for senior leadership and staff positions. ICAF conducts a postgraduate, executive level, course of study in national security resources and associated research, with special emphasis on materiel acquisition and joint logistics and their integration into national security strategy. Letters of invitation include specific guidelines concerning individual qualifications; NDU provides sponsorship, curriculum, and logistics details. In nominating countries and in selecting individual attendees, the following key selection criteria should be taken into account:

- Active duty military of any service
- Genuinely fluent in the English language
- Not presently assigned as an attaché to the U.S.
- O-6 equivalent or higher (may be waived).
- 15 years service and held high level command and staff positions (may be waived).
- Baccalaureate degree and staff college or equivalent (may be waived).

SAOs desiring NDU IFP consideration informally forecast their requirements in their **Combined Education & Training Program Plan** and program the requirement on their STL at the TPMR. CJCS invitations are normally extended in the fall for the next summer's class.

**ARMY WAR COLLEGE INTERNATIONAL FELLOWS PROGRAM (AWCIFP) - B171800.** Chief of Staff, Army (CSA) offers approximately 40-42 invitations worldwide per year. AWC is a one-year course that commences in June. SAOs desiring AWCIFP consideration should forecast their requirement in their **Combined Education & Training Program Plan** and ensure it is entered on their STL at the TPMR. CSA invitations are normally extended in the fall preceding the summer class start.

**NAVAL COMMAND COLLEGE (NCC) - P171001.** CNO extends 40 invitations worldwide per year. In preparation for the TPMR, SAOs forecast the requirement in their **Combined Education & Training Program Plan** and program the quota requirement on their STL at the TPMR. Navy POLMIL (OP-615) formulates a country priority listing for CNO approval. NCC is strictly a CNO discretionary program and attendance is only by invitation. NCC invitations are normally extended in the early fall for the next summer's class.

**AIR WAR COLLEGE (AWC) - D171010.** There are 42 AWC quotas available for annual worldwide allocation. It must be forecast in the **Combined Education & Training Program Plan** and programmed at the TPMR, for planning purposes only, subject to receipt of CSAF invitation. The Air Staff will formulate a list of approved countries for CSAF invitation. CSAF invitations are normally extended in the fall for the next summer's class.

### **MID LEVEL SERVICE SCHOOLS (COMMAND & STAFF COLLEGES) and ARMY SERGEANTS MAJOR ACADEMY**

**U.S. ARMY COMMAND GENERAL STAFF COLLEGE (CGSC) - B171768.** There are approximately 90 CGSC quotas available for annual worldwide allocation. SAOs are allowed to program CGSC requirements in the STL at the TPMR. However, each STL has the "comment" that the programming is for planning purposes only, and subject to the actual invitation by the U.S. Army. SAOs must submit their total CGSC requirements during the TPMR Army Review Panel. International officers are required to attend the Allied Officers Preparatory Course. Non-English speaking students (ECL of 80-90) attend a Phase I 4-week preparatory course (B171766), which normally begins in June. This is followed by a Phase II 2.4-week course (B171768). The 40-week CGSC course actually begins in July.

**NAVAL STAFF COLLEGE (NSC) - MASL ID P171002.** The U.S. Navy is conducting an experiment to determine if the Naval Staff College should continue to conduct a six month course or institute a 10 month course. For FY04 and FY05 the Navy will offer one of each; a six month class starting in January each year and a 10 month class starting in July. There will be 50 quotas for the January class worldwide. The number of international seats for the July class is still undetermined at the time this is being written (late September 2003). SAOs are authorized to program two NSC spaces (1 per class into the STL in preparation for the annual TPMR. Following the TPMR, Navy (OP-615) will extend invitations for each class. The NSC allocation system is based upon unified command recommendations and U.S. political-military considerations.

**MARINE CORPS COMMAND AND STAFF COLLEGE (MCCSC) MASL ID P171801.** The Commandant of the Marine Corps (CMC) extends 26 MCCSC invitations worldwide per year. The class commences in August. In preparation for the TPMR, SAOs are authorized to program one MCCSC space into the STL, subject to receipt of invitation. USMC POLMIL formulates a priority list for CMC approval.

**AIR COMMAND AND STAFF COLLEGE (ACSC) - MASL ID D171002.** There are 72 ACSC quotas available for annual worldwide allocation. In preparation for the TPMR, SAOs are allowed to program a maximum of two ACSC quotas into the STL (SAOs are guaranteed at least one ACSC space; requests for an additional space

will be placed on standby status). SAOs should identify candidate(s) by name to Air Force Security Assistance Training (AFSAT), NLT 1 January before the summer start of ACSC.

**JOINT AND COMBINED STAFF OFFICER SCHOOL (JCSOS) – MASL ID P171014.** Commonly referred to as the “Armed Forces Staff College” the JCSOS is a 12-week course conducted four (4) times a year. The course teaches joint and combined organization, planning, and operations and related aspects of national and international security to enhance the preparation of selected military officers for duty in all echelons of joint and combined commands. Students are introduced to the peacetime and crisis action planning process: deliberate planning and crisis action procedures, respectively. International students desiring to attend the JSOS must have completed either a U.S. service specific mid-level school (i.e. US Army Command & General Staff College) or another recognized mid-level service school in their own, or another, country. The JCSOS is programmed through the US Navy (NETSAFA), and there are no quota limitations.

**U.S. ARMY SERGEANTS MAJOR ACADEMY (SMA) INTERNATIONAL STUDENT PROGRAM - MASL ID B171200.**

There are 29 SMA quotas available for a nine-month course that starts in August each year. The SMA course will not be programmed in the STL unless the country has received a CSA invitation. SAOs should submit SMA requirements at the TPMR and include in their Two-Year Training Plan. Once a CSA invitation is extended, IMS candidate must meet the following course prerequisites: have a minimum 80 ECL; have an equivalent grade of Master Sergeant or above, be on active duty.

SMA is the only training for international enlisted members that encourages dependents to accompany the student.

### **EXPANDED IMET (E-IMET)**

1. The Expanded IMET component of the IMET program is designed to educate foreign leaders in human rights, national level budget/resources planning and management principles, civilian control of the military, and the principles of law. This education is available to professional military personnel, civilian defense leaders, other ministry officials (parliament, foreign affairs, etc.), and even non-government officials (NGO). E-IMET includes both formal courses of instruction conducted in the United States and training conducted in your country by U.S. Mobile Education Teams (MET). **Most MET offerings are tailored to specific country needs identified by you, the country, and many of the E-IMET activities when they conduct periodic visits throughout the year.**

2. E-IMET is not an additional source of funds. E-IMET is simply a component of the normal IMET program and funding. However, countries that make extensive use of E-IMET receive priority consideration for additional funds during the End-of-Year IMET review.

3. Only selected training that meets specific E-IMET objectives is counted as E-IMET. These courses and Mobile Education Teams are listed in the “**Expanded IMET Handbook**”, updated 9 January 2003. It can be found at this web site: <http://www.disam.dsca.mil/itm/References/E-IMET/EIMET-HB.pdf>

4. There are some key things to remember about Expanded IMET training. These are:

a. Expanded IMET is open to military members of the host country, civilians of the host government, and civilians of non-governmental organizations (NGO) if the NGO have a relationship with the host country military.

b. Expanded IMET consists of training in the United States and training in the host country by Mobile Education Teams (MET).

c. Normal IMET waiver requirements such as minimum duration, high cost, and post graduate education limitations do not apply to the Expanded IMET program.

5. The major E-IMET Activities or programs are shown below. There are many more activities, course, and Mobile Education Teams (MET) available under E-IMET. Check the E-IMET Catalog (web site shown above) for the other available activities.

## **Defense Institute of International Legal Studies (DIILS)**

- **Web Site:** <http://www.dsca.osd.mil/diils/>

The Defense Institute of International Legal Studies (DIILS) provides expertise in over 250 legal topics of Military Law, Justice Systems, and the Rule of Law, with an emphasis on the execution of Disciplined Military Operations. DIILS has presented programs to over 13,500 senior military and civilian government officials in 75 countries worldwide since its inception in late 1992. Typically, the program is accomplished through multiple phases that allow for tailoring curriculum to the host country. The U.S. presenters are members of the U.S. military services, Coast Guard, and civilian subject matter specialists. Seminars are designed for an audience of 40 to 60 executive personnel from the military and civilian sectors of the host country.

During the initial survey visit by the DIILS team, meetings are held with senior military and civilian officials of the host country to gain insight into appropriate subject areas. After this survey, a delegation from the host country is invited to come to the United States to finalize the seminar content. During this curriculum development phase, the delegation visits military installations, civilian institutions, and key individuals to gain insight into proposed subjects. After the survey and the curriculum phases are completed, the seminar is presented in conjunction with presenters from the host country. DIILS utilizes presentation methods that compel interaction between the participants and the presenters. Discussion groups, lecture, and problem solving involving actual situations are utilized to create a valuable experience for participants and presenters.

Successive seminars are developed to build on the relationships and topics that come from the first seminar. These follow-on seminars are not limited, as DIILS will continue to work with the host nation to develop additional topics and seminars that are of value.

## **Naval Post Graduate School of International Graduate Studies (SIGS)**

- **Web Site:** <http://www.nps.navy.mil/inps/SIGS.htm>

SIGS is the newly designated school, located at the Naval Post Graduate School, Monterey California that includes the following E-IMET activities.

## **Defense Resources Management Institute (DRMI)**

- **Web Site:** <http://www.nps.navy.mil/drmi>

DRMI is an educational institution sponsored and supervised by the Secretary of Defense and located at the Naval Postgraduate School in Monterey, California. Since 1965, the Institute has conducted professional education programs in analytical decision-making and resources management for military officers of all services, and senior civilian officials of the United States and 125 other countries. These programs are presented on a regularly scheduled basis at DRMI in Monterey, and by specific arrangement in other locations in the United States and overseas. The principal focus of all DRMI programs is developing an understanding and appreciation of the concepts, techniques, and decision-making skills related to defense resources management. The goal of the Institute's programs is to enhance the effective allocation and use of resources in modern defense organizations.

The central focus of all educational programs conducted by DRMI is analytical decision making. The emphasis is not on training in job-specific skills, but rather on the concepts, techniques, and issues that pervade defense resources management decision making in most mid-management through executive level positions. Each course provides a multi-disciplinary program which encourages participants to: Develop an understanding of concepts, principles, methods, and techniques drawn from: Management Theory -- examination of the current state of management thought and organized action; Economic Reasoning -- topics dealing with the basic tenet of scarcity of resources relative to competing needs and wants; and Quantitative Reasoning -- the basic language and analytic

tools which are the foundation of modern decision theory. Students integrate these ideas into a systematic process for resources allocation decision making and effective resource utilization, and apply these concepts to illustrative examples of: Allocating, analyzing and evaluating management systems, programs, and policies; and maximizing benefits within existing resource constraints, or minimizing resource consumption to achieve a predetermined level of benefit.

## **Center for Civil Military Relations (CCMR)**

- **Web Site:** <http://www.ccmr.org>

CCMR is dedicated to strengthening democratic civil-military relationships and assisting other nations make integrated defense decisions. CCMR is supported by a faculty of prominent scholars, government officials, and military officers. Courses are offered both overseas and in-residence.

CCMR offers a series of civil-military relations seminars (METs) tailored to meet the needs of the host country. METs are conducted both overseas and in-residence by distinguished faculty selected for their expertise in the specific topics of interest to the recipient country. These intensive five-day seminars are designed for mixed groups of senior military and civilian officials, legislators, and non-governmental personnel. MET topics include: security strategy development, democratic civilian control of intelligence, Ministry of Defense organization, roles and missions of armed forces, national decision-making for peacekeeping, legislative issues in civil-military relations, and many other variations on the defense decision-making theme. MET curricula have a strong problem-solving focus designed to help participants analyze and resolve civil-military conflicts, and to provide them with the tools to strengthen civilian oversight and address the underlying causes of civil-military conflict in democracies.

CCMR and the SIGS offer a fifteen-month curriculum that leads to a MA Degree in International Security and Civil-Military Relations. The curriculum provides students with a comprehensive understanding of the real problems surrounding civilian oversight of a professional military in a democracy. The program is designed for military officers (O-3 to O-5) and equivalent civilian officials involved in defense policy making. As part of the degree, the students are required to complete a thesis that deals with a significant civil-military issue for their country. The program is also designed to provide graduates with the tools they need to initiate and teach civil-military relations programs in their own countries.

## **Defense Institute for Medical Operations (DIMO)**

- **Web Site:** <http://wwwsam.brooks.af.mil/web/DIMO/dimo-index.htm>

In support of Department of Defense (DoD) requirements, the mission of the Defense Institute for Medical Operations (DIMO) is to identify, develop, market and manage education and training programs for research, teaching, coaching and consulting related to the management of military healthcare systems and services.

DIMO serves as the world's access point for military healthcare management education and training services provided on by DoD for the International Community. DIMO is intended to improve the ability to provide a joint service response to medical training and education initiatives and permit more comprehensive engagement with international customers.

Recent healthcare reforms in the United States Department of Defense and in other countries have shown the value of increasing the effectiveness and efficiency of healthcare services. The complexity of healthcare systems today creates the need for increased management education and greater international cooperation to adequately deal with the issues involved.

### **DIMO's Program Objectives are:**

- Enhance global medical response.
- Develop test, evaluate, coordinate, lead, and implement domestic and international medical education and training programs in support of the United States National Security Strategy.

- Enhance force health protection by underscoring military-military and military-civilian partnership at home and abroad.
- Augment healthcare practice, policy and strategy templates that address challenges and consequence management.
- Share/integrate education and training programs with domestic partners in support of Homeland Security.

## **International Defense Acquisition Resource Management (IDARM) Program**

- **Web Site:** <http://www.nps.navy.mil/idarm>

The IDARM program is intended to strengthen democratic relationships and international security cooperation through acquisition education, research and professional service.

- **Education:** To develop problem solving and decision-making skills through analysis and critical review.
- **Research:** To conduct studies that support policy-making and improve acquisition processes.
- **Professional Service:** To provide leadership and professional expertise in support of international partners.

The primary focus of the program is to strengthen the managerial competencies of the military and civilian leaders responsible for a nation's defense acquisition processes. For many countries, particularly in emerging democracies, acquisition processes are evolving and the question of developing a structured approach to defense acquisition resource management has not been fully addressed. In other nations, improving the existing defense acquisition process is important to achieving international security goals. Additionally, the understanding of other nations' resource management processes can lead to increased opportunity for cooperative development programs and the associated reduction in risk and costs. The benefits can also be extended to the relationship of defense acquisition management to multi-national defense agreements, such as NATO. The International Defense Acquisition Resource Management (IDARM) program was established in order to assist host nations in addressing these issues.

## **COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)**

**1. Program Overview.** The Regional Defense Counterterrorism Fellowship Program enables DoD to assist key countries in the war on terrorism by providing training and education for counterterrorism activities.

The CT Fellowship allows the Department of Defense to work with countries of critical importance to the war on terrorism – providing non-lethal counterterrorism education and training that will have a direct impact on the long-term capabilities and capacity of our friends and allies. Specifically, the CT Fellowship program will be used to bolster the capacity of friendly foreign nations to detect, monitor, and interdict or disrupt the activities of terrorist networks ranging from weapons trafficking and terrorist related financing to actual operational planning by terror groups. This program will be a key tool for Regional Combatant Commanders (**HQ USEUCOM**) to foster regional cooperation and professionalize foreign counterterrorism capabilities to assist in the fulfillment of the command's responsibilities. The CT Fellowship will compliment existing assistance programs and will fill a current void in the US Government's efforts to provide targeted counterterrorism assistance. HQ USEUCOM recommend participant countries and individual candidates for the program to the Office of the Secretary of Defense for approval. OASD SO/LIC will oversee the creation of a mixture of mobile and resident institutional courses tailored to the specific need of key countries, and which will advance broader U.S. Government counterterrorism objectives. Key senior and mid-level military officials will be given the tools to effectively build, manage, and sustain counterterrorism programs. All personnel will be thoroughly vetted consistent with legal requirements regarding human rights issues.

### **2. Country Selection Process**

- a. Country selection criteria for the CT Fellowship program:

- Terrorist threat to the country.
- The Country's willingness to participate in combined counterterrorism efforts.
- Capability and capacity of military to wage counterterrorism efforts.
- Ability to leverage other existing or planned Defense security cooperation programs.
- Country needs and requirements.

b. HQ USEUCOM and SO/LIC work from existing priorities documents to create the draft list of countries and, including (but not limited to):

- Unified Command priority countries for command participation in CT related programs.
- Deputy's list of Front Line States in the war on terrorism.
- State Department's list of top tier countries for counterterrorism training and assistance (produced by the Office of the Coordinator for Counterterrorism (S/CT) under their authority as chair of the Training and Assistance Subgroup of the Counterterrorism Security Group).
- The DoD Security Cooperation Guidance.
- DoD leadership guidance.

c. SO/LIC allocates CT Fellowship funding among countries on the basis of Department counterterrorism objectives and priorities outlined in the above lists.

d. Final CT Fellowship country allocations promulgated to combatant commands for planning and execution.

e. Adjustments to the final list are made on a case by case basis under extraordinary (and usually unforeseen) circumstances.

f. New countries can be added throughout the year as opportunities present themselves.

### **3. School and Course Selection.**

a. The Regional Defense Counterterrorism Fellowship Program is a critical tool for the Department of Defense to provide education and training to support our friends and allies in their efforts to fight terrorism.

b. Education and training through the CT Fellowship will focus on the long-term impact of building individual and institutional capacity to fight terrorism inside and outside a country's borders. The CT Fellowship will also be used as a tool to influence countries to cooperate with the US and coalition efforts to fight terror.

c. Courses should develop individual or institutional capacity to support counterterrorism efforts for the selected country.

d. The emphasis should be on higher level education, rather than tactical training.

e. All education and training must be done by or through US military educational institutions or selected regional centers.

f. Preference will be given to courses held in the US where foreign students are in the classroom with their peers from the US. Mobile education teams and seminars can be used as a part of a country's balanced CT Fellowship plan.

g. Existing courses will be used when available and appropriate. When courses are not available, the CT Fellowship may be used to develop new and hybrid programs.

h. Combatant commands and country teams will propose courses and programs for the CT Fellowship. SO/LIC will provide guidance on the types of courses.

i. CT Fellowship education and training will be non-lethal.



**4. FLAGSHIP SCHOOLS & COURSES.** These are currently the schools and courses SO/LIC considers the core of the CTF program to date. Other courses and mobile education teams are eligible for CTFP funding and should be considered in a country's planning for CTFP participation.

**a. MASL B-171798: National Defense University School for National Security Executive Education**

- A six-course program will take place over two terms, for a total of some 30 weeks. The program started in April 2003. In September 2003, a second group will start as the first group begins its second semester.
- Each course will be taught in a seminar setting of some 16 students comparable to a graduate course. The courses will emphasize leadership, logical analysis, understanding alternative viewpoints, and making effective arguments, presentations, and decisions. An understanding of strategic thinking, decision analysis, organizational behavior, and conflict management will be developed through discussions and coursework.
- Courses will include outside activities such as class visits to sites such as Joint Forces Command, Gettysburg, and Congress to build understanding of concepts developed in the classroom.
- Specific courses will include:
  - Foundations & Issues of Homeland Defense
  - Nation-building
  - The War On Terrorism
  - Force and Statecraft
  - Issues for Defense Organizations and Homeland Security
  - Threats and Risks
  - Economics and Budgets
  - The Role of Law in Counter-Terrorism and Homeland Security
  - Military Leadership and Civil-Military Cooperation
  - Countering Terror in Different Nations: A Comparative Perspective
  - Geostrategy (Regional and Global Politics and Influences)
  - Information Operations and Knowledge Management
- Concentrations will be available in Homeland Security and Defense Transformation.
- The program will award the Fellow a Certificate in National Security Studies upon completion of six required and elective courses.

**b. MASL P-179018: Civil-Military Responses to Terrorism**

- A week-long program that incorporates civilian and military approaches to combating terrorism, both in the U.S. and abroad. All material and discussion will synthesize the two into a systematic and holistic concept for managing terrorism. This seminar will use the U.S. experience only as one of many case-studies. The overriding goal will be to leave students with enough understanding of democratic tools available to their governments to enable them to combat terrorism successfully within their own systems. Location : Honolulu HI or other location as determined by demand ECL: 80 (The course is taught in English).

**c. MASL P-173200: NPGS Curriculum 699, Special Operations Defense Analysis Master's Degree**

- The Special Operations Curriculum is designed to provide a focused course of study of the conflict spectrum below general conventional war. Graduates of this curriculum will possess a close knowledge of the broad range of factors involved in the planning and conduct of these forms of conflict and a detailed understanding of the role of special operations and related forces in U.S. foreign and defense policy. The curriculum examines the sources and dynamics of inter-state and intra-state conflict, the challenge these forms of conflict have posed and are likely to increasingly pose for U.S. security planning, the doctrinal and institutional evolution of the U.S. special operations community, the recent history of political violence and "small wars" in Latin America, Asia, and the Middle East, the history of irregular warfare, and contemporary perspectives on low intensity conflict resolution. These curriculum specific requirements are supported by a larger program of study, which provides the graduate with a broad background in the areas of international relations, comparative strategy, the technological revolution in military affairs, and advanced analytical methods.

**5. Planning for Counterterrorism Fellowship Program participation.** See Chapter Six (6), page 6-13 for the format to develop a country team plan for CTFP participation. The format shown here should be part of a country team's over **"Combined Education & Training Program Plan"** to be submitted in March 2004 in preparation for the HQ USEUCOM Training Program Management Review (TPMR).

## **CHAPTER SIX**

### **HQ USEUCOM EDUCATION & TRAINING FORA**

#### **SECURITY ASSISTANCE TRAINING MANAGEMENT SEMINAR**

1. HQ USEUCOM, ECJ4-ID, conducts an annual Security Assistance Training Management Seminar each autumn that provides initial training to DoD and State Department personnel who manage SA training programs. The FY04 seminar will be conducted 27-31 October 2003. This training is authorized by DOD Directive 2055.3; Manning of Security Assistance Organizations and the Selection and Training of Security Assistance Personnel.

2. Objectives of the Seminar are:

a. To provide an overview of the role of the United States European Command (USEUCOM) in support of U.S. foreign policy objectives.

b. To provide an orientation on the role of the HQ USEUCOM Logistics and Security Assistance Directorate in support of SA programs within USEUCOM.

c. To provide instruction for planning, programming, and implementing U.S. SA education and training conducted under the International Military Education and Training (IMET) program, Foreign Military Sales (FMS) agreements, and/or the Counterterrorism Fellowship Program (CTFP).

d. To provide instruction on the types of training available to achieve U.S. and host country objectives; i.e., formal courses, observer/OJT, mobile training teams, orientation tours, etc.

e. To introduce management techniques and concepts which will enable SA training personnel to meet SA training program goals and objectives.

f. To prepare assigned SAO personnel for their responsibilities in planning, developing, submitting, and defending the projected host country training requirements at the annual HQ USEUCOM Security Assistance Training Program Management Review (TPMR).

3. If you are directly involved in Security Assistance Training Program management and believe you or your successor would benefit from this seminar you should respond to the annual screening message and/or express your interest to one of the HQ USEUCOM staff officers in ECJ4-ID.

## HQ USEUCOM TRAINING PROGRAM MANAGEMENT REVIEW (TPMR)

1. The FY 05/06 HQ USEUCOM SA TPMR will be conducted 3-7 May 2004 in Grainau (Garmisch), Germany. The purpose of the TPMR is to:

- a. Review and discuss training policy matters, training planning, military department interest items, and review significant FY04/05 training developments.
- b. Review FY04 program implementation, conduct a detailed review of FY05 training program planning, and general review of FY06 training program planning.
- c. Review country requirements for FY05 Senior Service Schools (War Colleges) and Mid Level (Command & Staff Colleges) Professional Education.
- d. Review country requirements for FY05 training under the Expanded IMET Initiative.
- e. Begin the FY04 IMET End-of-Year review for changes to country IMET funding requirements.
- f. Review FY05 IMET requirements that require policy waivers or special approval for IMET funding

2. The TPMR will be six working days long; from Sunday through Friday and will be divided into three phases.

- a. A one-day session on Sunday, 2 May devoted to unrepresented country reviews, selected small IMET programs and the Counterterrorism Fellowship Program (CTFP).
- b. A one-day plenary session for briefings and discussions of general interest to the entire audience.
- c. Four days for SAOs to meet individually with five different panels to help tailor each country's training program. These five panels are; Policy panel, Resources panel, Army panel, Maritime panel, and Air Force panel. Review sessions will be conducted, as necessary, to accomplish objectives stated above.
  - The Resources panel will include members from various international education and training organizations, such as DLIELC, CECOM, Defense Institute for International Legal Studies( DIILS), Center for Civil-Military Relations (CCMR) , Defense Resources Management Institute (DRMI), and more.
  - Additionally, HQ USEUCOM and DISAM will offer individual, tailored, training sessions on the Security Assistance Network (SAN WEB), and TMS for all SAOs.

3. Preparation guidance for the TPMR is shown on the following pages. Whether you attend the TPMR or not, there are actions you must perform to ensure the FY 05/06 training programs for your country are properly represented either by yourself or HQ USEUCOM. This information and the "how to do" sheets will help you prepare for the TPMR.

4. It is **IMPERATIVE** that your “**Combined Education & Training Program Plan**” is:

a. **ACCURATE!** This HQ and many other agencies will refer to your plan throughout the year for information that will effect your program; such as requirements for Senior PME or country holidays desired for the coming year, etc.

b. **SUBMITTED ON TIME!** Without your “**Combined Education & Training Program Plan**” the SA training community cannot take actions to ensure you get the program you and your country want.

5. A list of likely TPMR invitees is provided on page 6-4. A template for the construction of your “**Combined Education & Training Program Plan**” with enclosures, as required, starts on page 6-5.

## LIKELY TPMR PARTICIPATION

Department of State (SECSTATE )

Defense Security Cooperation Agency (DSCA)  
 Center for Civil Military Relations (CCMR)  
 Defense Institute for International Legal Studies (DIILS)  
 Defense Institute of Security Assistance Management (DISAM)  
 Defense Language Institute English Language Center (DLIELC)  
 Defense Resource Management Institute (DRMI)  
 International Defense Acquisition Resource Management (IDARM) Program  
 Defense Institute of Medical Operations (DIMO)

Office of the Assistant Secretary of Defense – Special Operations & Low Intensity Conflict (ASD – SO/LIC)

Headquarters United States European Command (HQ USEUCOM)  
 United States Army Europe (USAREUR)  
 United States Air Force, Europe (USAFE)

Headquarters Department of the Army (DASA-DEC)  
 Security Assistance Training Field Activity (SATFA)  
 Security Assistance Training Management Office (SATMO)  
 United States Army Health Support Agency  
 Communications and Electronics Command (CECOM)

Department of the Navy International Programs Office (Navy IPO)  
 Naval Education and Training Security Assistance Field Activity (NETSAFA)  
 School of International Graduate Studies (SIGS)

United States Marine Corps (USMC)

United States Coast Guard (USCG)

Headquarters, United States Air Force (USAF)  
 Air Force Security Assistance Training (AFSAT)

Selected DoD Schools and International Training Program Agencies or Activities

Tentatively; Training Program managers from the following countries. Country representation can be added or deleted in the TPMR planning process as dictated by current events, program status and other factors:

Albania	Estonia	Mali	Serbia & Montenegro
Algeria	France	Malta	Sierra Leone
Armenia	Gabon & Sao Tome	Mauritania	Slovakia
Azerbaijan	Georgia	Moldova	Slovenia
Belgium	Germany	Morocco	South Africa
Benin	Ghana	Mozambique	Spain
Bosnian Federation	Greece	Namibia	Sweden
Botswana	Guinea	Netherlands	Switzerland
Bulgaria	Hungary	Niger	Tanzania
Cameroon	Israel	Nigeria	Tunisia
Chad	Italy	Norway	Turkey
Congo (Brazzaville)	Latvia	Poland	Uganda
Congo (Kinshasa)	Lebanon	Portugal	Ukraine
Croatia	Lithuania	Romania	United Kingdom
Czech Republic	Macedonia	Russia	Zambia
Denmark	Malawi	Senegal	

<p style="text-align: center;"><b>COMBINED EDUCATION &amp; TRAINING PROGRAM PLAN</b> (Must Be Unclassified Document)</p>
--

(Country)

UPDATED (Date)

**PART ONE - GENERAL INFORMATION**

**1. COUNTRY BACKGROUND.** Use Country Team resources to provide pithy statements that affect the combined education & training relationship with the United States addressing the following:

- a. **Government** (Type/Branches/Legal System)
- b. **People** (Population/ Ethnic Groups/Religion/Gross National Income)
- c. **Military** (Branches/Military Expenditures in U.S. Dollars/Military Expenditures as a Percent of Gross Domestic Product)
- d. **Issues** (Transnational/Economic/Environmental/Health)

**2. COMBINED EDUCATION & TRAINING PROGRAM OBJECTIVES**

a. **Specific U.S. program objectives.** U.S. training program objectives should support objectives articulated in the Mission Performance Plan (MPP), Theater Security Cooperation Plan (TSCP) and in the DoD Security Cooperation Guidance (SCG). While the TSCP provides a seven-year focus and the SCG is limited to five years, training objectives should be near-term (two years) and be unclassified.

b. **Host country objectives.**

c. **Significant accomplishments toward meeting these objectives.** Provide tangible examples of how individuals applied SA training to achieve program objectives.

d. **Future objectives and program requirements.** This paragraph should address U.S. and host country out-year objectives with regards to SA training program requirements. Data (e.g., IMET, FMF, FMS) must closely match the inputs developed by the U.S. Country Team for the MPP and data found in the TSCP.

**3. PROGRAM PLANNING AND IMPLEMENTATION**

a. **Program development.** This should include a brief description of the training planning process, highlighting host country and SAO roles, problems (if any), and plans for improvement. The objective is to demonstrate an orderly process in the shaping of a training program that is in the U.S. interest and supportive of MPP, TSCP and SCG.

b. **Explanation of host country capabilities and third country provided training.** What are they and how do they affect/complement this SA training program?

c. **Evaluation of prior year program successes and/or failures.** How do they affect current program planning? This evaluation should address four specific areas shown below.

(1). How effectively does the host country employ the skills and training of returning SA training graduates?

(2). How has training under the combined education & training program enhanced the

professionalism or improved the capabilities of the host country?

(3). How has the combined education & training program, particularly the Expanded IMET program, contributed to effective defense resource management, concepts of civilian control of the military, and respect for internationally recognized human rights?

(4). Give anecdotal examples of how the combined education & training program has furthered U.S. access, interests, or objectives during the past year. Do not carry forward examples from last year. These examples are often quoted in support of SA training. Effort expended throughout the year to capture anecdotal examples is offset by the value of such examples to promote combined education & training program effectiveness.

**d. Brief explanation of what is being done to build on successes and correct/improve upon failures.**

#### **4. ENGLISH LANGUAGE TRAINING**

Brief explanation of the country's English language program. Program information should include:

a. Status of existing language labs, including plans to upgrade those labs and plans to acquire additional labs. SAOs should provide the current message address, mailing address, SAO phone number, SAO fax number, and "ship to" address for language labs, books and publications. All Level III IMET funded labs require a waiver.

b. Plans to acquire English language software.

c. English language instructor training requirements.

d. Unique or special problems for students who train at DLIELC.

e. English Language Testing and Training Waivers. If current status requires a change, provide your recommendation and justification for the country's proper English language waiver category, (e.g., waived from all testing, waived from in-country testing, waived from the 55 minimum ECL to train at DLIELC).

#### **5. UNIQUE U.S. SERVICE SPECIFIC TRAINING REQUIREMENTS**

Information that specifically elaborates on Service training programs not available in STLs, or that elaborates on high-visibility training requirements, or that supports major equipment acquisitions.

**a. U.S. Army**

**b. U.S. Navy**

**c. U.S Marine Corps**

**d. U.S. Coast Guard**

**e. U.S. Air Force**

**SAO POINT OF CONTACT:**

**COUNTY TEAM REVIEW BY:**

**PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

**INCLUDE ALL OR INDICATE "N/A"**

- A. PROGRAM ADMINISTRATION**
- B. SENIOR & MID-LEVEL PME SUMMARY**
- C. POSITIONS OF PROMINENCE**
- D. IMET POLICY WAIVERS**
- E. DISTINGUISHED VISITOR ORIENTATION TOUR REQUESTS**
- F. MOBILE TRAINING TEAM REQUESTS**

**PART THREE – OTHER TRAINING PROGRAM APPENDIXES**

**INCLUDE ALL OR INDICATE "N/A"**

- A. COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)**
- B. AVIATION LEADERSHIP PROGRAM**
- C. REGIONAL CENTER PROGRAMS (MARSHALL CENTER, AFRICA CENTER, ETC)**
- D. JOINT CONTACT TEAM PROGRAM**
- E. AFRICA CONTINGENCY OPERATIONS TRAINING ASSISTANCE (ACOTA)**
- F. DEMINING**
- G. COUNTER NARCOTICS**
- H. OTHER AS APPLICABLE**

## **PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX A: PROGRAM ADMINISTRATION**

An update to annually recurring administrative requirements. Precludes submitting this information throughout the year.

#### **1. Budget Year (FY05) Holidays for International Students (two in addition to U.S. holidays).**

Two holidays students should receive while in CONUS training, in addition to U.S. holidays. The two-holiday limit will be strictly adhered to. Current year holidays will not be automatically carried over; therefore, failure to specify holidays can cause students to lose these additional days. Report occasion and date of holiday.

**2. IMET TLA factors for the Budget Year (FY05).** IMET cost sharing factors. Provide the following Travel and Living Allowance (TLA) information shown below for all services.

- a. Transportation agreement with country (select one):
  - USG pays all transportation
  - Country pays all transportation
  - Country pays round trip to specific CONUS city; USG pays remainder (Specify city)
  - Country pays round trip to port-of-entry and from port-of-debarkation; USG pays CONUS transportation
  - Country pays round trip to first training site and from last training site; USG pays between training sites
  - Other (Explain)
- b. Living allowance agreement with country (select one):
  - USG pays all living allowance
  - Country pays all living allowance
  - Other (Explain)
- c. Number of travel days required to reach U.S. port-of-entry
- d. Port-of-departure/entry to/from country and servicing airport
- e. Normal U.S. port-of-entry
- f. Special factors (e.g., RON with location)
- g. Average cost of airfare (round trip ticket) per student for current year (FY04)
- h. Average cost of excess baggage per student for current year (FY04)
- i. Are dependents allowed to accompany students to schools where they are encouraged to accompany the student by DoD?

#### **3. SAO Information For English Language Labs & Materials.**

- a. Point of Contact in SAO; name; phone number, fax number, and email address.
- b. Exact "Shipping Address" for labs and materials (not a mailing address). For example"

**SHIP TO:** Embassy of the United Sates of America  
1234 South Downtown Blvd  
Lome, Togo  
**MARK FOR:** Political Officer, American Embassy Lome, Togo



**PART TWO – SECURITY ASISTANCE (IMET & FMS )TRAINING PROGRAM**  
**APPENDIXES**

**APPENDIX B: SENIOR & MID-LEVEL PME SUMMARY**

**a. Mid-Level and Senior Level PME Requirements.** Show firm mid and senior level invitational PME requirements for the Budget Year (FY05) and estimated requirements for the Planning Year (FY06 and one additional year (FY07). Projections beyond the Budget Year should agree with the TSCP. Include exchange agreement quotas. Indicate negative requirements.

<u>SCHOOL</u>	<u>FY05</u>	<u>FY06</u>	<u>FY07</u>
National Defense University (indicate NWC or ICAF)			
National War College (NWC)			
Industrial College of the Armed Forces (ICAF)			
Army War College			
Naval Command College			
Air War College			
Army Command & General Staff College (Ft Leavenworth)			
Naval Staff College 5 ½ months			
Naval Staff College 10 months			
Air Command & Staff College			
Marine Corps Command and Staff College			
Sergeants Major Academy			
Marine Corps Expeditionary Warfare Course			

**b. Justification:** Provide a five to six sentence justification to help the Combatant Command and applicable service component develop a priority list for PME quotas for the Budget Year (FY05). Requests for NDU must specify either the National War College (NWC) or Industrial College of the Armed Forces (ICAF) option, and civilian or military option.

## **PART TWO – SECURITY ASISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX C: POSITIONS OF PROMINENCE**

Positions of Prominence data will be updated annually in accordance with Chapter 10 of the SAMM. Emphasis should be placed on U.S. Country Team identification of host country positions of prominence and subsequent reporting of those current incumbents having received SA training. Less effort should be expended on reporting on the status of former incumbents of positions of prominence that received SA training. Data should be formatted in the following order:

- (1) country
- (2) name (last, first, middle initial)
- (3) grade
- (4) U.S. equivalent grade
- (5) prominent positions held (to include all previous positions of prominence)
- (6) current position
- (7) academic degree (if appropriate)
- (8) specific training completed (course, place of training, rank, year(s) attended, and source of funding)
- (9) how the position was obtained (election, appointment, or other)

#### **POSITIONS OF PROMINENCE FORMAT**

No	NAME	RANK	POSITION	HOW OBTAINED	U.S. TRAINING	LOCATION	WHEN ATTENDED
1.	Jones, Joe	Brig Gen	Commander, Infantry Brigade	Appointed	Army CGSC	Ft Leavenworth, KS	1985-86
=====							
No	NAME	RANK	POSITION	HOW OBTAINED	U.S. TRAINING	LOCATION	WHEN ATTENDED
2.	Abdullah, Mohamed	Foreign Minister	Foreign Minister	Appointed	Military Justice Seminar	Washington, D.C.	1992
=====							
No	NAME	RANK	POSITION	HOW OBTAINED	U.S. TRAINING	LOCATION	WHEN ATTENDED
3.	Smith, Peter	Civilian	President, National Bank	Appointed	Resource Management	Monterey, CA	1994

## **PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX D: IMET POLICY WAIVERS**

All IMET-funded policy waivers requiring approval by Combatant Command and concurrence/approval by DSCA must be included in this plan. The format for requesting a policy waiver is shown below. Adjudication of waiver requests will take place during the TPMR.

#### **IMET WAIVER REQUEST FORMAT**

SUBJECT: REQUEST FOR WAIVER FOR IMET TRAINING

THRU: HQ USEUCOM, ECJ4-ID

TO: DSCA

In accordance with Paragraph 100105, Chapter 10, DOD 5105.38M, the Security Assistance Management Manual, request that DSCA approve the use of IMET funds for the following training.

**COUNTRY:**                      **MILDEP PROGRAM:**

**TYPE OF WAIVER:** (State the specific waiver being requested, such as: Mobile Training Team (MTT), High Cost Flight Training, Post Graduate School (PGS), Eight Week Duration, etc.

**REQUESTED TRAINING:** (A precise description of the training, i.e., A Mobile Training Team to instruct on requisition, preparation and processing of supplies, two weeks duration, one enlisted member, grade E-7/E-8, etc.).

Title of Course:		MASL ID:
Quantity:	Program Year:	Unit Cost:
Duration:	WCN:	TLA:
Avail Qtr:	Priority Code:	Total Cost:

**JUSTIFICATION:** A detailed justification, to include why IMET funds must be used. Justification should answer specific questions posed in the separate sub-paragraphs below.

1. **REQUIREMENTS:** Why is training needed? What capability will it develop? What is the urgency in providing this training?

2. **OBJECTIVE:** What IMET objective(s) will this training achieve? (See SAMM, Chapter 10). What alternatives to this training have been examined to include cost and availability?

3. **CAPABILITY:** Does this training capability exist in country? If not, what steps are being taken to develop this capability?

4. **QUANTITY:** What is the total number of personnel that host country will require training for in this field? How many have been trained? Considering attrition factor, how long will it take to meet host country objectives?

5. **IMPACT:** What is the impact if training is not approved?

6. **FUNDING RATIONALE:** What is the rationale for IMET funding? Why can't FMS funds be used? If country is allocated non-repayable FMF funds, why can't these funds be used?

7. **POLITICAL/MILITARY:** What political/military significance (if any) is attached to this training?

8. **BENEFITS TO U.S.:** What benefits (tangible or intangible) accrue to the United States by providing this training?

9. **POST GRADUATE LEVEL:** If this is post graduate level education (Navy Post Graduate School (PGS) or Air Force Institute of Technology AFIT)), how many students have attended this same curriculum in the past five years.

SAO CHIEF'S APPROVAL:

HQ USEUCOM APPROVAL:

DATE:

DSCA APPROVAL:

DATE:

## **PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX E: DISTINGUISHED VISITOR ORIENTATION TOURS (DVOT)**

All DVOT and regular OT are implemented by the National Defense University (NDU). Orientation Tours are **NOT** “Off the Shelf” products; they are tailored to specific country needs and require close attention by you, the SAO, to ensure the NDU plans and implements a tour that meets your objectives. This is the format to provide NDU with the basic information it needs to plan your DVOT.

#### **ORIENTATION TOUR (OT) WORKSHEET FORMAT**

- a. COUNTRY:
  - b. FY:
  - c. WCN:
  - d. Type of Tour: (State IMET or FMS, normal OT or Distinguished Visitor (DV) tour, and area or areas of interest to be covered by the tour; for example, operations, maintenance, engineering, education, flight training, technical, staff, command, professional, etc.)
  - e. Objectives: (State in specific terms, the objectives to be achieved as a result of the tour. Be specific to the point that commanders, civilian employees, briefing and training installation personnel, and other MILDEP personnel not normally associated with SA activities can assist in the achievement of tour objectives.)
  - f. Proposed Starting Date:
  - g. Alternate Starting Date:
  - h. Tour Itinerary: (Suggest an itinerary in terms of visits to specific DOD units or training installations. Itinerary suggestions should include recommended number of days at each location, not to exceed two working days per location.)
  - i. Level. (For each itinerary location provide the level at which tour personnel should be oriented in terms of flight, squadron, group battalion, division, major command, or similar identification.)
  - j. Scope. (Provide an indication as to how much detail should be given to participants. Information in this portion of the format must correlate with the objectives, length of stay at each location, and level of tour. If it is desired that participants be familiarized with specific DOD procedures and techniques on an observer basis, type of detail should be included under this heading.)
- NOTE: Provide information requested in paragraph K thru M below, as available.
- k. Names of participants: (Name, rank (U.S. equivalent), date and place of birth of each participant. Underline surname of each person.)
  - l. Assignment: Provide a brief synopsis of current or planned assignment, if applicable to the purpose of the tour, of each individual. Compare it to similar positions in the U.S. military.)
  - m. Individual characteristics: (Enter the customs of dress, language, religion, eating and drinking habits, and general demeanor of each participant.)
  - n. English capability: (Indicate ECL for each individual.)
  - o. IP projects: (Describe any particular aspects of the IP to be accomplished, listed in order of preference.)
  - p. Publicity: (To preclude embarrassment for the USG, the MILDEP, or the country concerned, include a brief statement regarding publicity which could be useful to achieve the tour objective.)

## **PART TWO – SECURITY ASSISTANCE (IMET & FMS) TRAINING PROGRAM APPENDIXES**

### **APPENDIX F: MOBILE TRAINING TEAM (MTT) REQUESTS**

MTT are tailored, in-country training teams, designed to achieve a specific training objective identified by you, the SAO, and the host country. This is the format to provide each of the U.S. military services with the basic information it needs to plan your Mobile Training Team.

#### **MOBILE TRAINING TEAMS (MTT) CALL UP FORMAT**

- a. MTT identification. (See paragraph 13-11, JSAT).
- b. Team composition. (Indicate by quantity, rank, MOS/specialty code, and title of each team member.)
- c. Security Clearance. (Indicate type of security clearance required for the missions.)
- d. Duration. (Indicate the duration of the mission in weeks.)
- e. Team restrictions. (Reflect any required limitations or exclusions on the type of personnel, uniforms equipment, or methods of instruction.)
- f. Mission. (Provide, in detail, the scope of instruction the team is to conduct.)
- g. Training goal. (Include a statement of the results the effort is expected to achieve.)
- h. Personnel to be trained. (Indicate the technical qualifications of foreign military trainees, to include educational level, and number of students, by officers, enlisted personnel, and civilians.)
- i. Summary of host country capabilities.
- j. Equipment on which training is to be conducted and availability. (The equipment list must be detailed enough for the furnishing agency to identify it by make, model or type.)
- k. Availability of tools and ancillary equipment. (List tools required for the mission.)
- l. Availability of training aids. (List training aids required for the mission.)
- m. Interpreter support.
- n. Training locations. (If there is more than one training location, indicate distance between locations, time requirements for travel to be performed, and modes of anticipated transportation.
- o. Desired in-country arrival date. (Indicate the desired arrival date in the foreign country.)
- p. Type quarters available. (Indicate whether quarters are provided by the foreign government.)
- q. Uniform and clothing. (Describe requirements for both on- and off-duty uniforms and civilian clothing.)
- r. In-country transportation. (Indicate the means of in-country transportation to be provided to and from quarters, training locations, and dining facilities. Specify rental car authorization, if any)
- s. Facilities. (Indicate the availability of medical, dental, shopping, and laundry facilities.)
- t. Confirmation of country team approval.
- u. Additional Information.
  - Identify any important data requiring more emphasis or information useful in selecting and preparing the team.
  - Include, if applicable, information on sensitive areas, subjects to avoid, taboos, and personalities involved.
  - Indicate which type passport is required (diplomatic, official, or tourist) and if a visa is required.
- v. SAO point of contact. (Indicate the name, grade, DSN and commercial telephone numbers, email address, message address, and mailing addresses for the SAO.)

### **PART THREE – OTHER TRAINING PROGRAM APPENDIXES**

#### **APPENDIX A. COUNTERTERRORISM FELLOWSHIP PROGRAM (CTFP)**

1. Provide a brief description of specific country needs for Counter Terrorism training and the country team program objectives for the CTFP. How does the country support the U.S. GWOT?
2. Describe the terrorist threat to the country and/or region, the country's willingness to participate in combined counterterrorism efforts, ability to leverage other existing or planned Defense security cooperation programs, and country needs and requirements (i.e., how does country environment fit SECDEF's criteria for this program?)
3. What are the primary in-country organizations responsible for the country's CT effort (describe all that apply; military, police, interior, border guards, etc)? Which of these organizations has primary responsibility for the country's CT effort?
4. What are the country agencies/groups that are being proposed for CTFP participation? If funding guidance has not been provided what is the country team recommended funding level to support proposed training activities?
5. What third country CT support is being provided to the host country? How would these programs complement CTFP or vice versa?
6. What training that is currently not available or advertised does the country need?
7. Is the country team and host country willing to support in-country training on a regional basis (similar to IMET sponsored regional Mobile Education Teams)? What in-country training will be requested in this plan?
8. These are the Primary CONUS School courses available under the CTFP. Which ones and how many quotas does your country need?

<u>SCHOOL</u>	<u>FY05</u>	<u>FY06</u>
National Defense University School for National Security Executive Education		
CCMR Civil-Military Responses to Terrorism		
NPGS Special Operations Defense Analysis Masters Degree		
Others (as the SAO believes necessary)		
Others (as the SAO believes necessary)		

Provide a brief (4-5 sentence) justification for the training being requested (Be specific. Do not use generic 'boiler plate').

9. The CTFP STL dated (insert date here) supports this plan. Is there any desired training that is not shown on the CTFP STL? If not, why not. Provide a short justification for any desired training **NOT** on the CTFP STL.

### **PART THREE – OTHER TRAINING PROGRAM APPENDIXES**

Include in each of these appendixes sufficient information on scope of country participation in the program, country & country team objectives for this participation, number of students, number & type of mobile education/training teams envisioned and other pertinent information in sufficient detail as deemed appropriate to facilitate country and training agency program planning and implementation.

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**B. AVIATION LEADERSHIP PROGRAM**

**C. REGIONAL CENTER PROGRAMS (MARSHALL CENTER, AFRICA CENTER, ETC)**

**D. JOINT CONTACT TEAM PROGRAM**

**E. AFRICA CONTINGENCY OPERATIONS TRAINING ASSISTANCE (ACOTA)**

**F. DEMINING**

**G. COUNTER NARCOTICS**

**H. OTHER AS APPLICABLE**